V5 Payroll User Manual

Content

Setup

1) Creating New Company (Company သတ်မှတ်ခြင်း။)
2) Creating Payroll Sub Company (Sub Company များသတ်မှတ်ခြင်း။)
3) System Configuration (System ၏ Configuration များသတ်မှတ်ခြင်း။)
4) Configuring Security Setting (System user များအား Menu Security များသတ်မှတ်ခြင်း။)
5) Inserting Employee Reference (Reference များထည့်သွင်းခြင်း။)
6) Inserting Trans Type (Trans type များထည့်သွင်းခြင်း။)
7) Inserting Pay Code (Pay Code များထည့်သွင်းခြင်း။)
8) Inserting Pay Template (Pay Template များထည့်သွင်းခြင်း။)
9) Importing Government Setting (Government Rate များထည့်သွင်းခြင်း။)
10) Inserting Opening Data (Opening Data များထည့်သွင်းခြင်း။)
11) Configuring Pay Code OT policy (Pay Code OT Policy များသတ်မှတ်ခြင်း။)
12) Configuring Trans Type Allowance (Trans Type Allowance များသတ်မှတ်ခြင်း။)
13) Configuring Tran Type with Leave Calculation Method (Leave calculation method များသတ်မှတ်ခြင်း။)

Employee

1) Inserting Employee Information (Employee Information များထည့်သွင်းခြင်း။)
2) Inserting HR Memo (Employee Memo များထည့်သွင်းခြင်း။)
3) Assigning Pay Code (Employee များအား Pay Code များချမှတ်ခြင်း။)
4) Assigning Pay Template (Employee များအား Pay Template များချမှတ်ခြင်း။)
5) Checking Employee Pay Template (ချမှတ်ထားသော Pay Template စစ်ဆေးခြင်း။)
6) Inserting Employee Income Tax (Employee Income Tax Setup များထည့်သွင်းခြင်း။)
7) Inserting Employee SSB (Employee SSB Setup များထည့်သွင်းခြင်း။)
8) Inserting Employee Insurance (Employee Premium Insurance Setup များထည့်သွင်းခြင်း။)

Transaction

1) Creating Pay Cycle (Pay Cycle များထည့်သွင်းခြင်း။)
2) Summary Entry (Transaction Summary Data များထည့်သွင်းခြင်း။)

3) Detail Entry (Transaction Detail Data များထည့်သွင်းခြင်း။)
4) Changing Pay Code (Pay Code များပြောင်လဲသကာ်မှတ်ခြင်း။)
5) Advance Payment (Advanced Payment များတွက်ချက်ခြင်း။)
6) Last Pay Certificate (Employee's Last Pay များထည့်သွင်းခြင်း။)

Report

1) Reporting Pay Slip (Pay Slip report များထုတ်ယူခြင်း။)
2) Reporting Advanced Payment (Advanced Payment report များထုတ်ယူခြင်း။)
3) Reporting Income Tax (Income Tax report များထုတ်ယူခြင်း။)
4) Reporting GPF (GPF report များထုတ်ယူခြင်း။)
5) Reporting SSB (SSB report များထုတ်ယူခြင်း။)
6) Reporting Insurance (Insurance report များထုတ်ယူခြင်း။)
7) Reporting Overtime (Overtime report များထုတ်ယူခြင်း။)

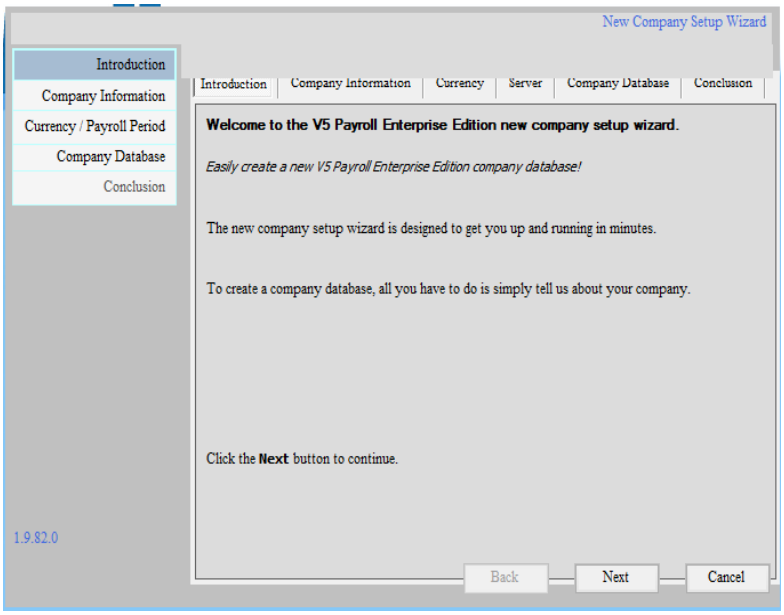
Tool

1) Employee Pay changes (Employee များ၏ Pay changes များအား ကြည့်ရှုစစ်ဆေးနိုင်သည်။)
2) Viewing Query (SQL query များ view ကြည့်ခြင်း။)
3) Running Query (SQL query များ run ခြင်း)
4) Maintaining Database (Database maintenance ပြုလုပ်ခြင်း။)
5) Data Import/Export (Attendance and Payroll Transaction များ Import/Export ချခြင်း။)
6) Import/Export (Payroll Data များ Import/Export ချခြင်း။)
7) Printer setting

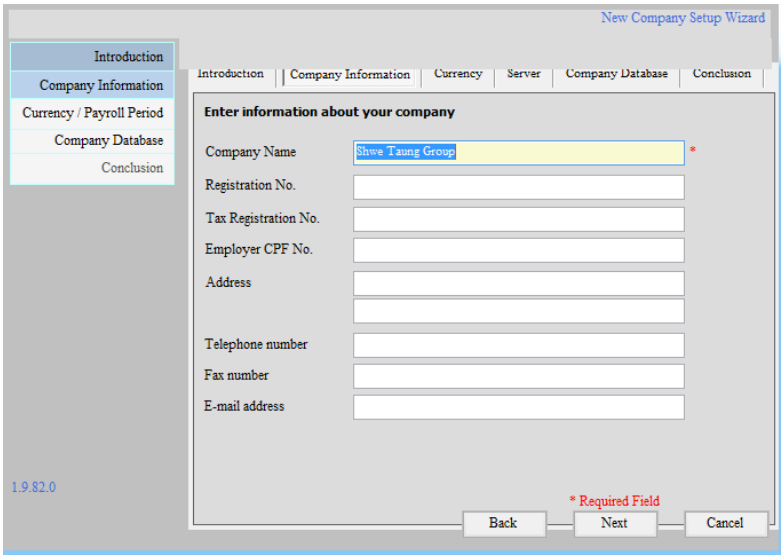
V5 Payroll User Manual

Setup

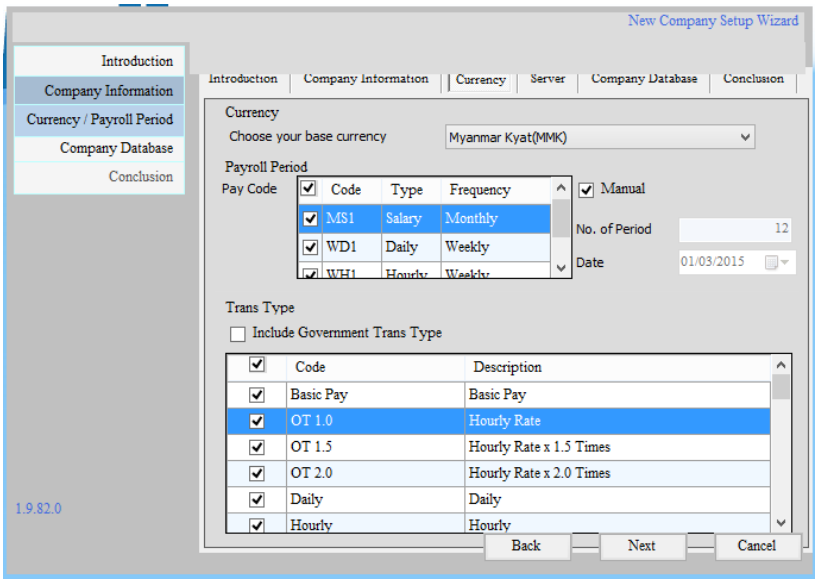
1) Creating New Company (Company သတ်မှတ်ခြင်း။)
   - (Setup >> Setup Wizard >> Create New Company)
   - Welcome screen


New Company Setup Wizard
Introduction
Company Information
Currency / Payroll Period
Company Database
Conclusion
Introduction
Company Information
Currency
Server
Company Database
Conclusion
Welcome to the V5 Payroll Enterprise Edition new company setup wizard.
Easily create a new V5 Payroll Enterprise Edition company database!
The new company setup wizard is designed to get you up and running in minutes.
To create a company database, all you have to do is simply tell us about your company.
Click the Next button to continue.
1.9.82.0
Back
Next
Cancel

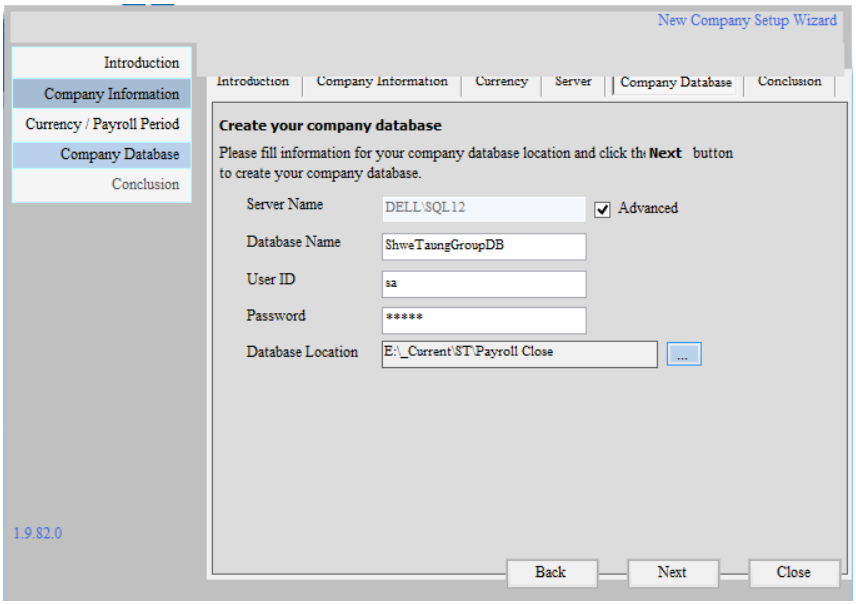
   - Enter company name (your desired company name) and click next



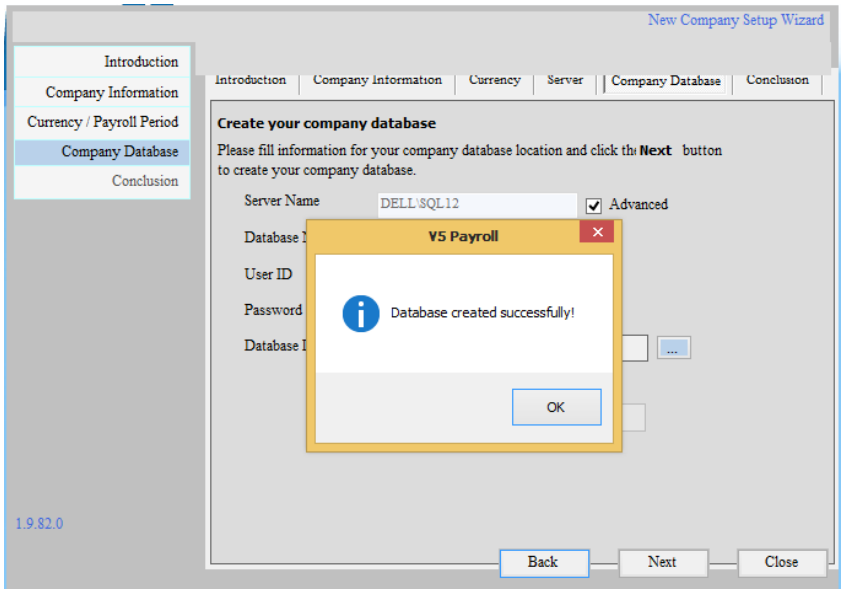
   - Choose your base currency for your company,
   - Select pay code you want to use (you can also add pay code later).
   - Select Trans type you want to use (you can also add Trans type later).
   - then click next



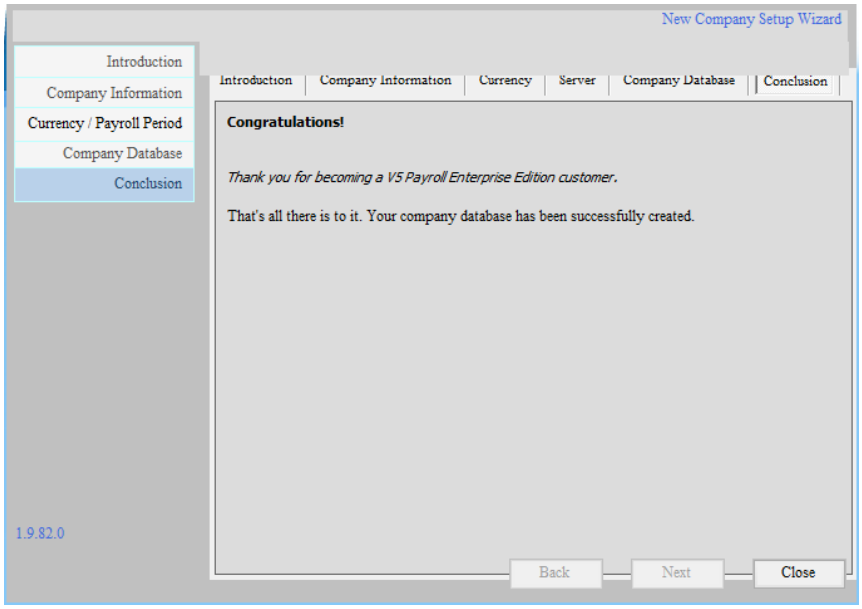
- Enter SQL server name, database name (your desired), SQL User ID and SQL password
- Browse database location for your database and click next

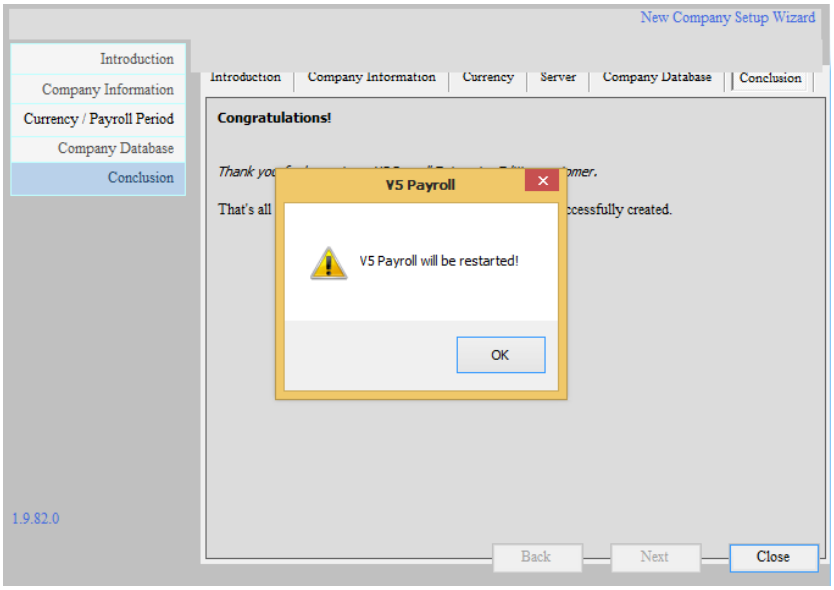


- Your company database is successfully created and then clicks OK (it will take about one minute)



- Your new company is already created successfully and clicks close (it will restart)

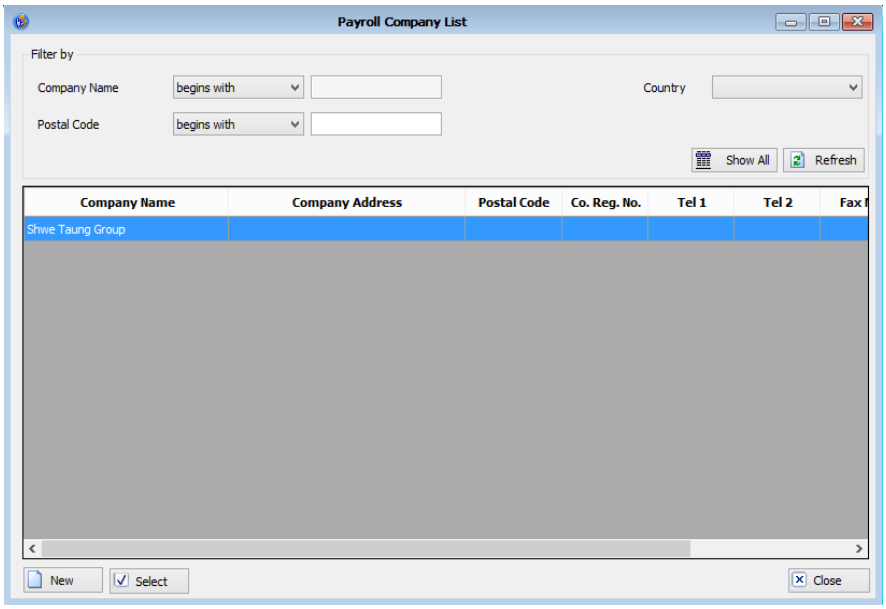




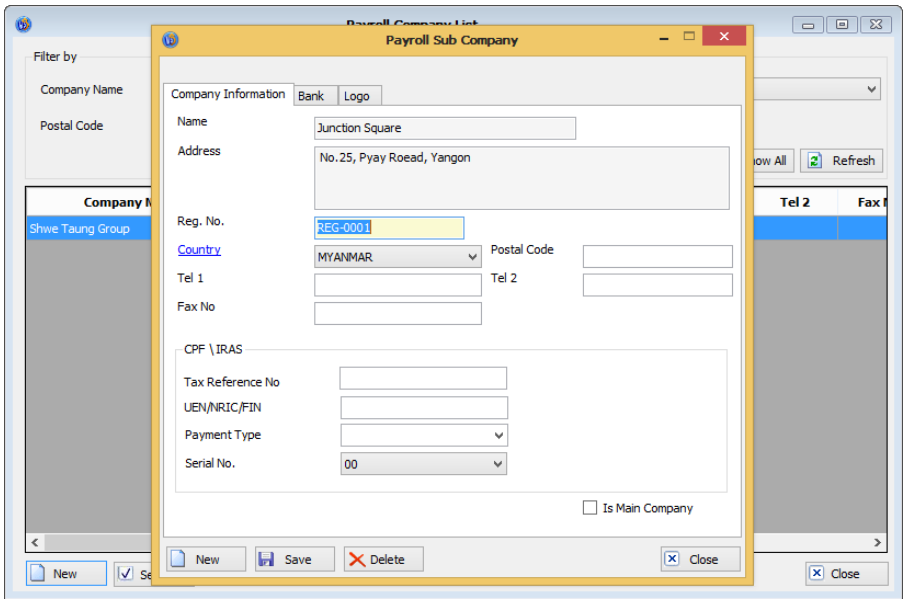
- First time using will take about two minutes and you can login the system by user admin with blank password

2) Creating Payroll Sub Company (Sub Company များသတ်မှတ်ခြင်း။)

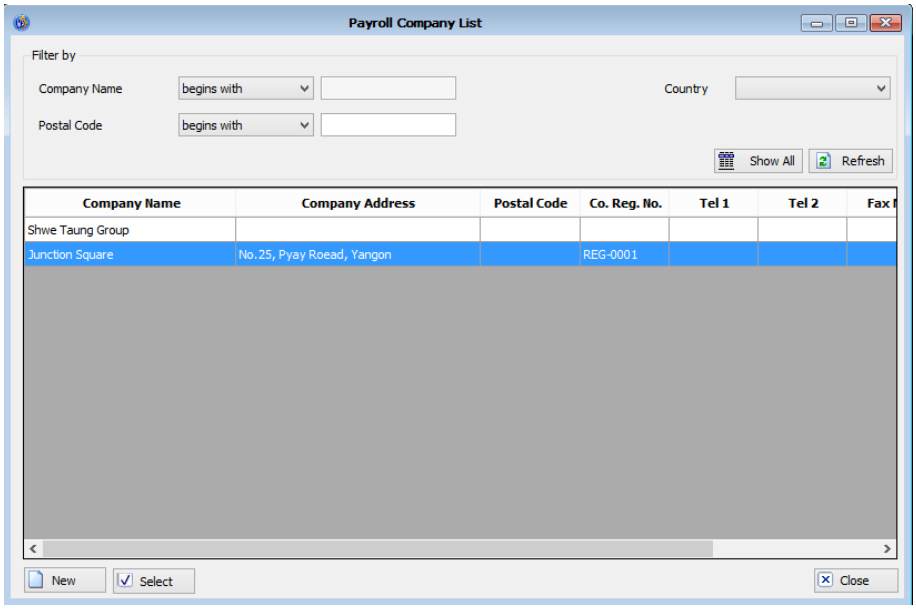
- Company (Setup >> Payroll Sub Company)
- Payroll sub company List



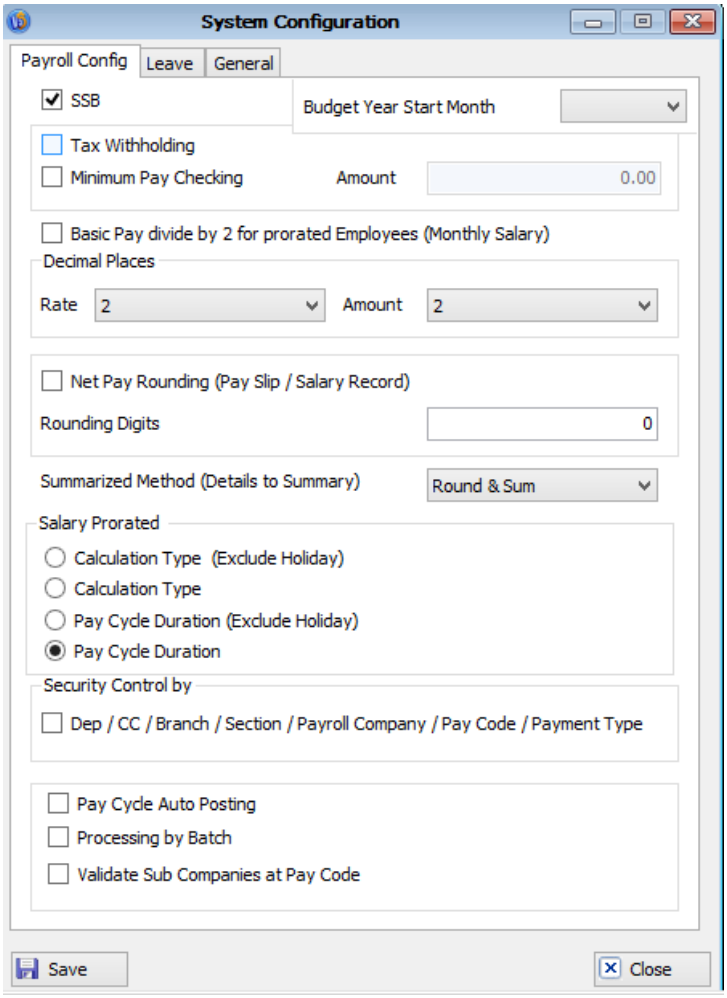
- Click new button to create new payroll Sub Company.
- Enter payroll Sub Company information



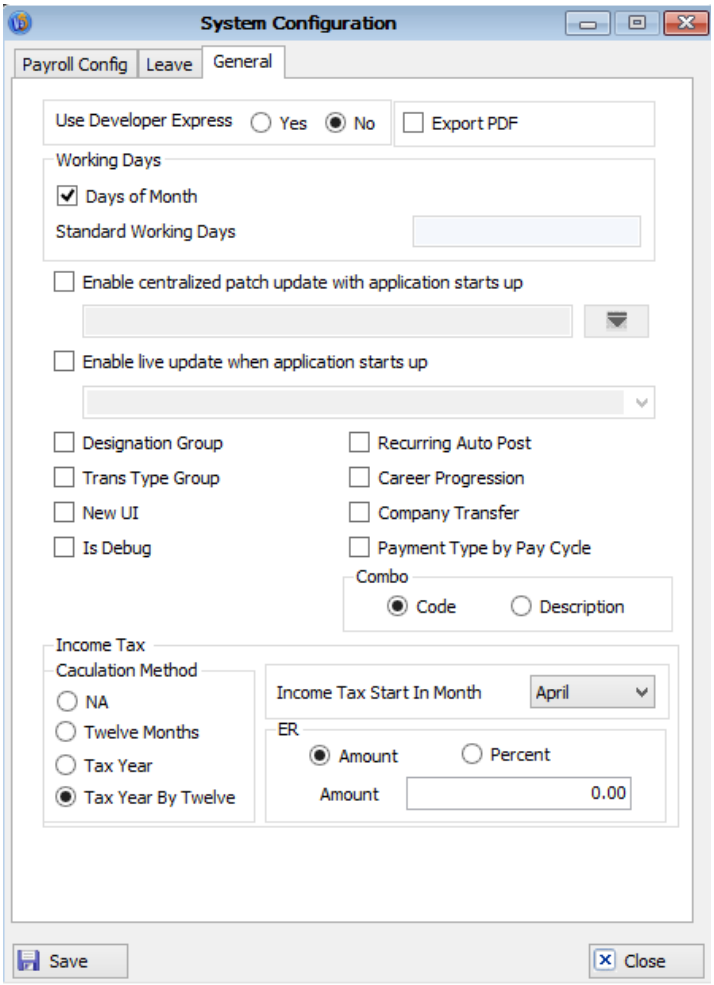
- Click save (your new payroll sub company is already created)



3) System Configuration (System ၏ Configuration များသတ်မှတ်ခြင်း။)
   - System Configuration (Setup >> System Configuration)
   - Check SSB check box to calculate SSB under Payroll Configuration



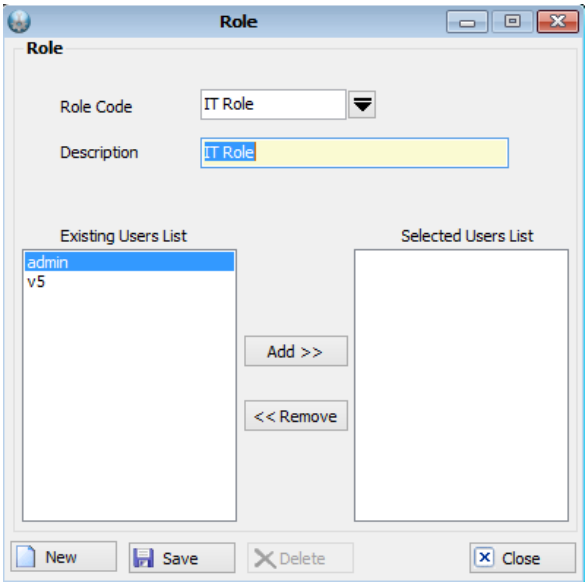
- Select the income tax calculation method to calculate income tax and select month of Income tax start in month under General tab and then click save



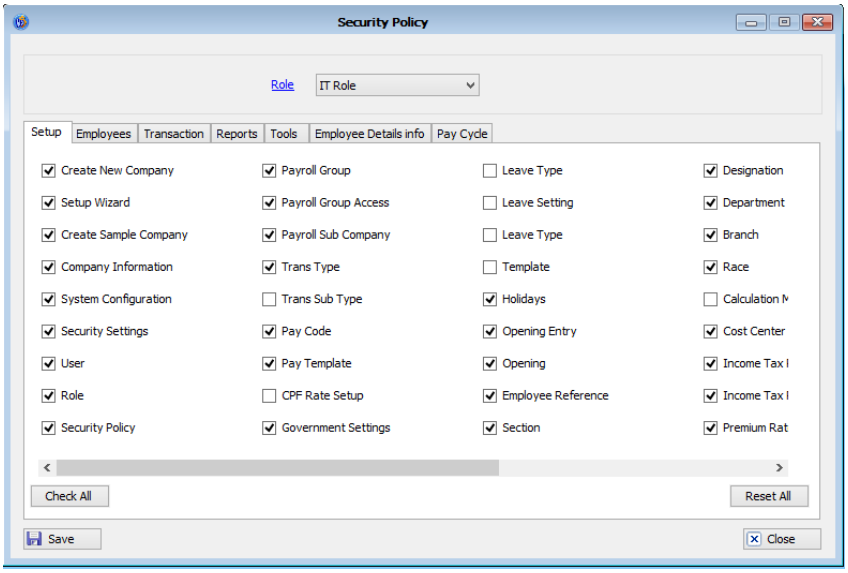
-

- Click save after you already configure the system (it will restart the system)

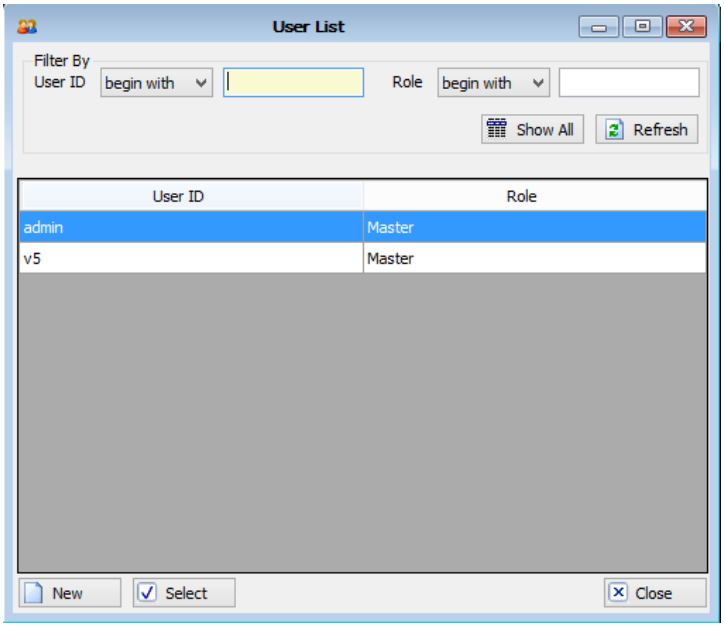
4) Configuring Security Setting (System user များအား Menu Security များသတ်မှတ်ခြင်း။)
   - Create role (Setup>>Security Setting>>Role)



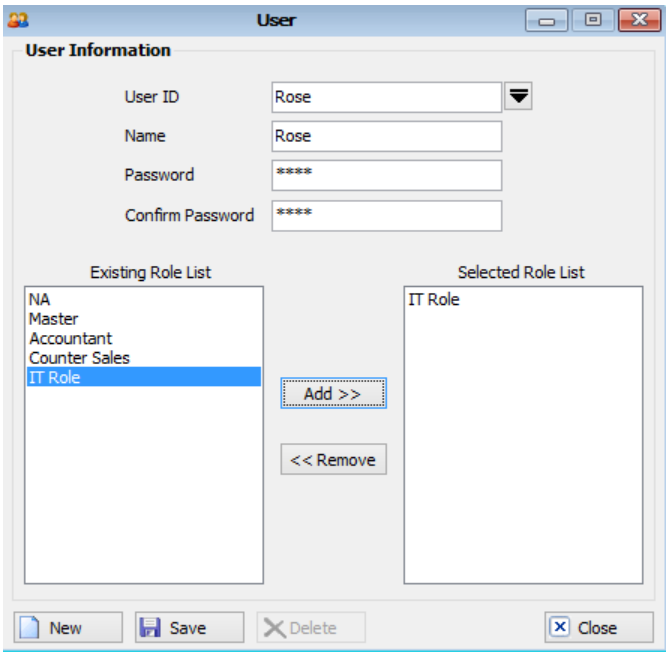
- Check menu name to access for the role (Setup>>Security Setting>>Security Policy) and then save.



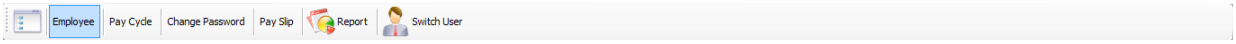
- Create user (Setup>>Security Setting>>User)



- Click new, Enter user information and add role you want to allow and then click save



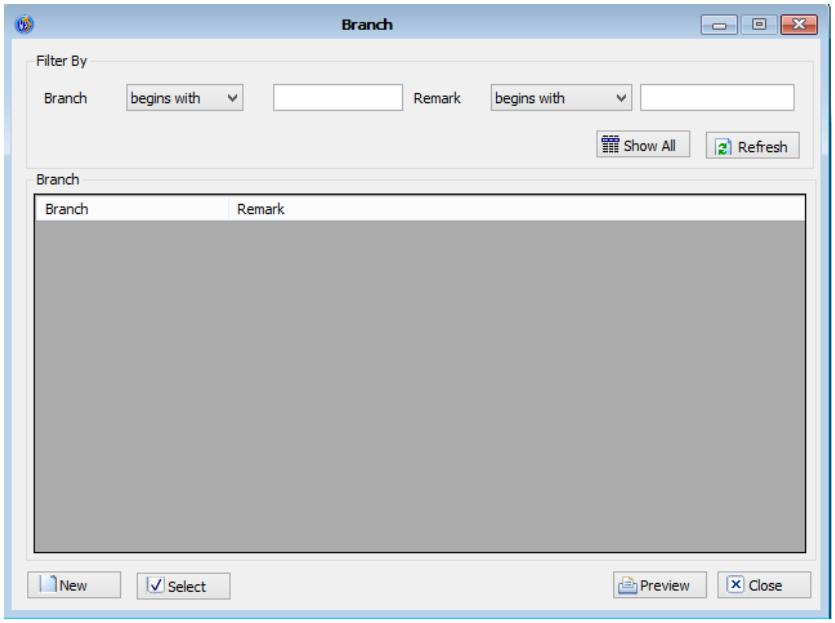
-
-
- Click Switch user at tool bar.



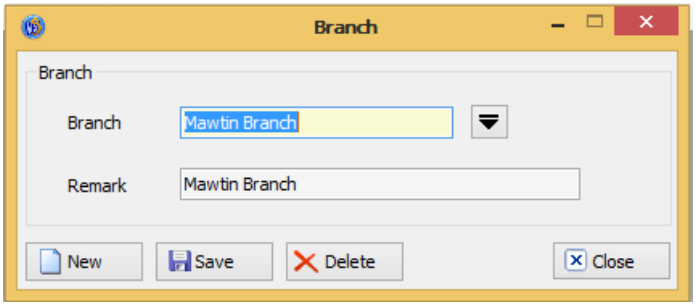
- This user will be access menu according allow role

5) Inserting Employee Reference (Reference များထည့်သွင်းခြင်း။)

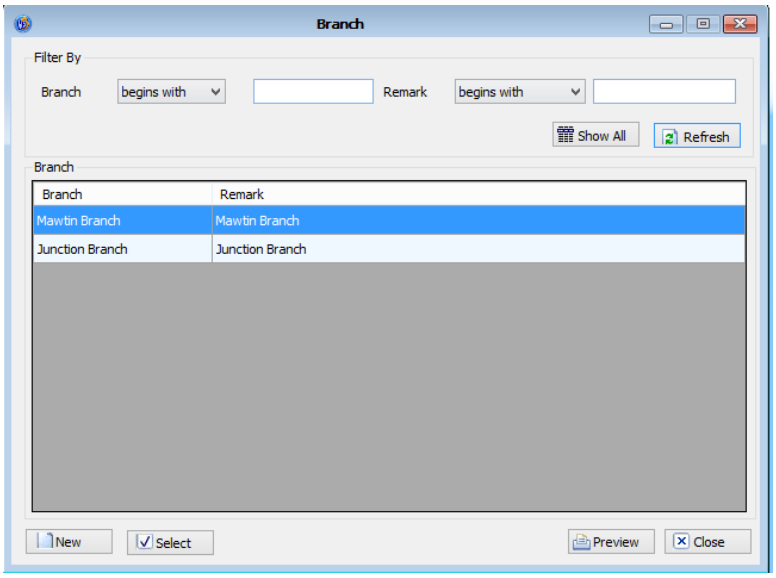
- Create branch (Setup >> Employee Reference >>Branch)



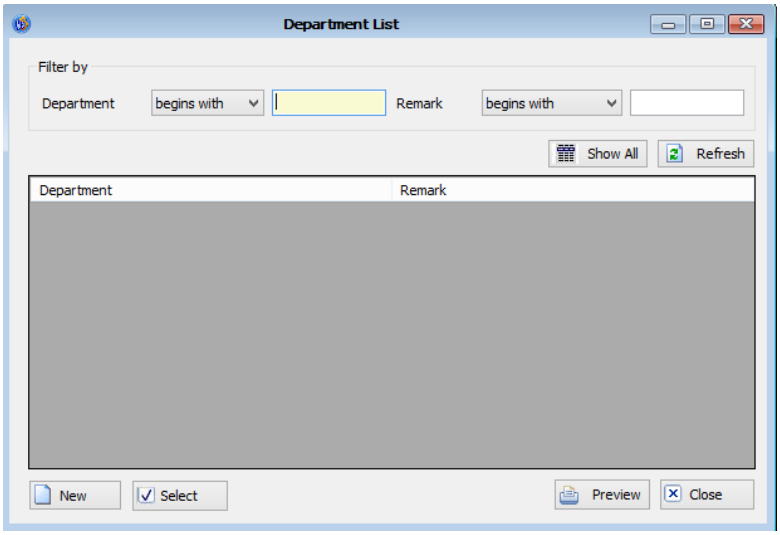
- Click new button to create new branch, enter branch information and then click save.



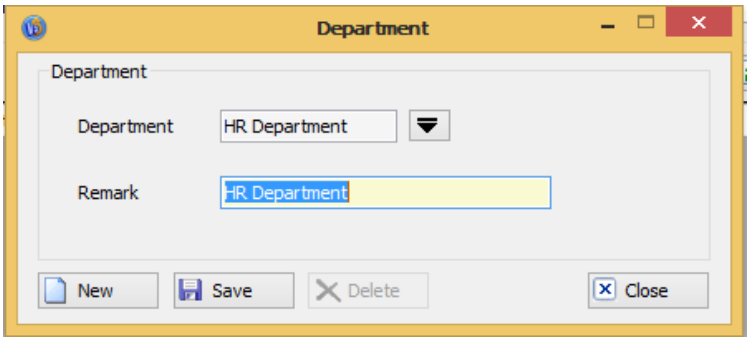
- Branch list



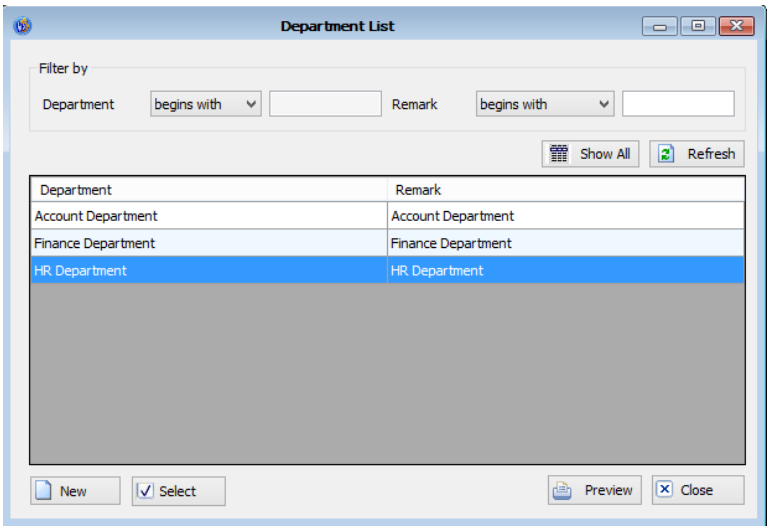
- Create Department (Setup >> Employee Reference >> Department)



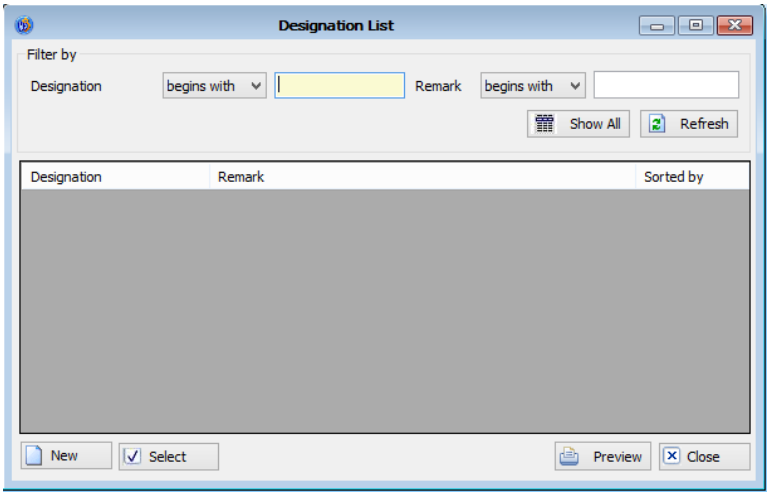
- Click new button to create new Department, enter Department information and then click save.



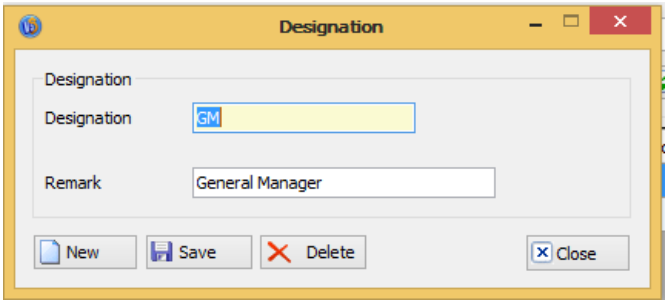
- Department List



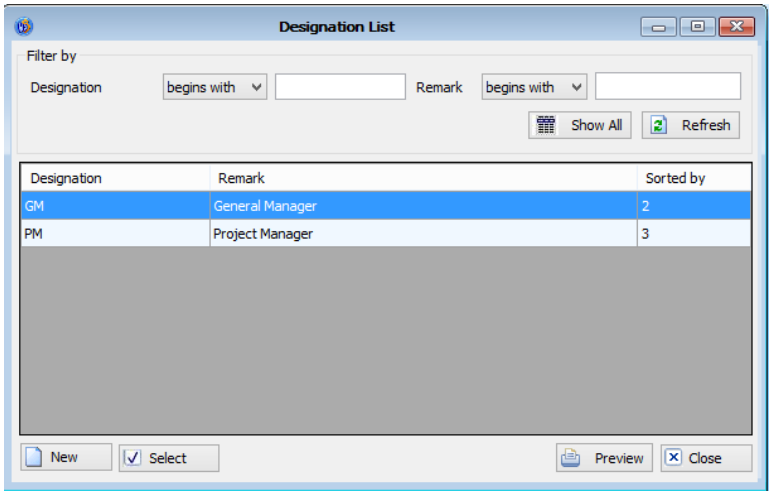
- Create Designation (Setup >> Employee Reference >> Designation)



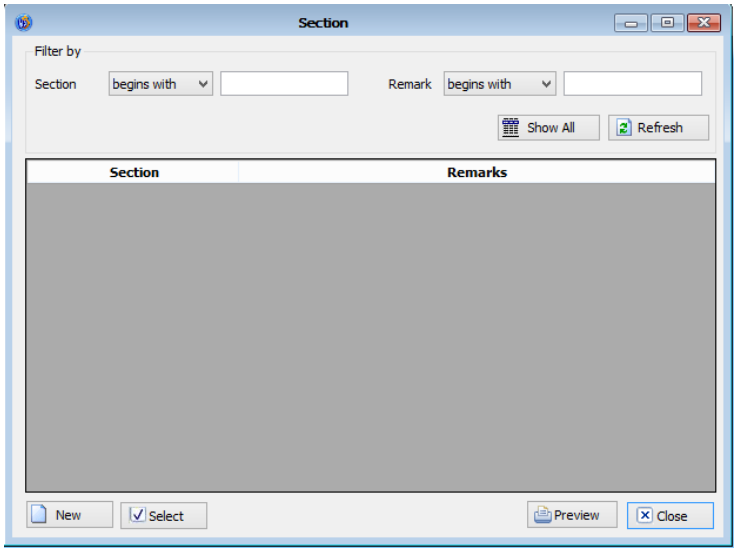
- Click new button to create new Designation, enter Designation information and then click save.



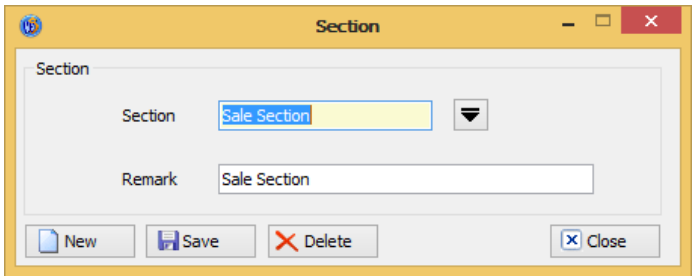
- Designation List



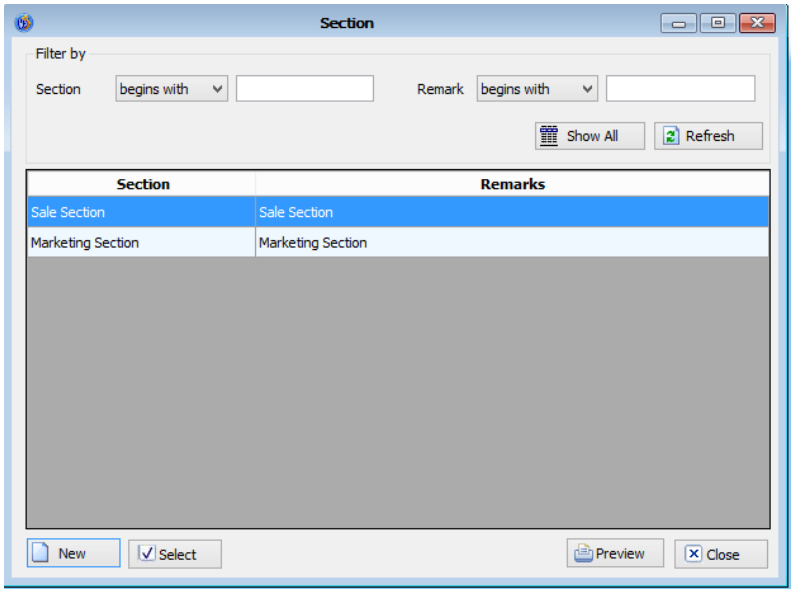
- Create Section (Setup >> Employee Reference >> Section)



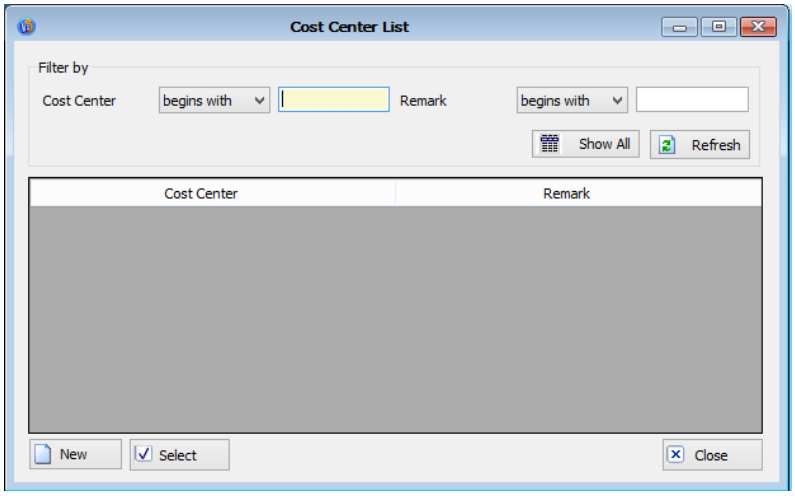
- Click new button to create new Section, enter Section information and then click save.



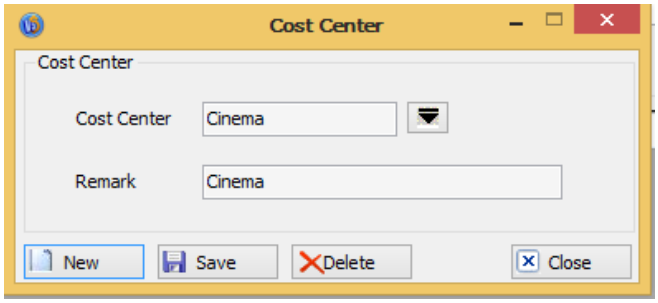
- Section List



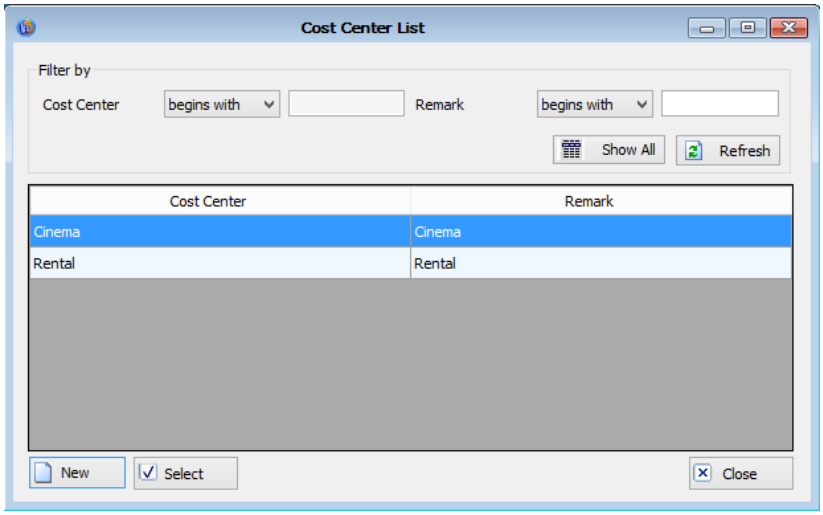
- Create Cost Center (Setup >> Employee Reference >> Cost Center)



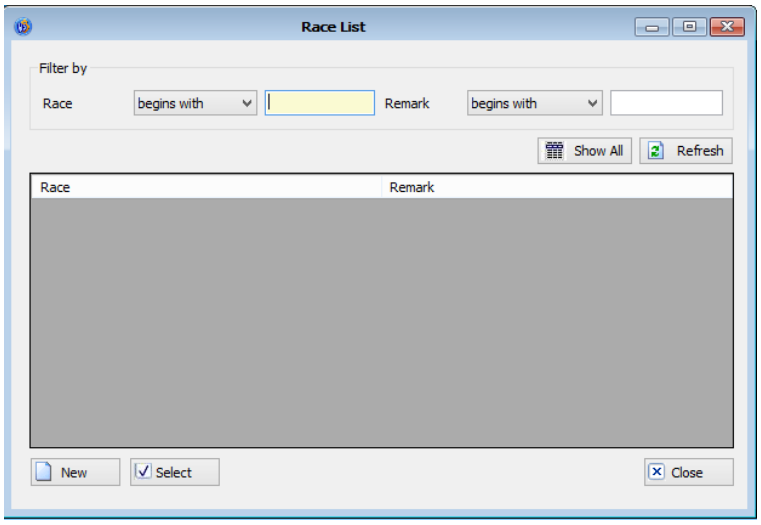
- Click new button to create new Cost Center, enter Cost Center information and then click save.



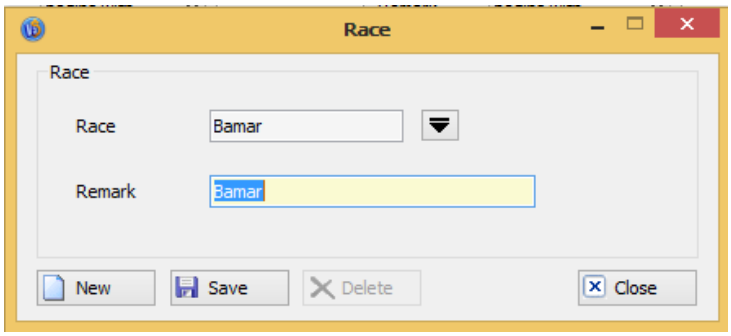
- Cost Center List



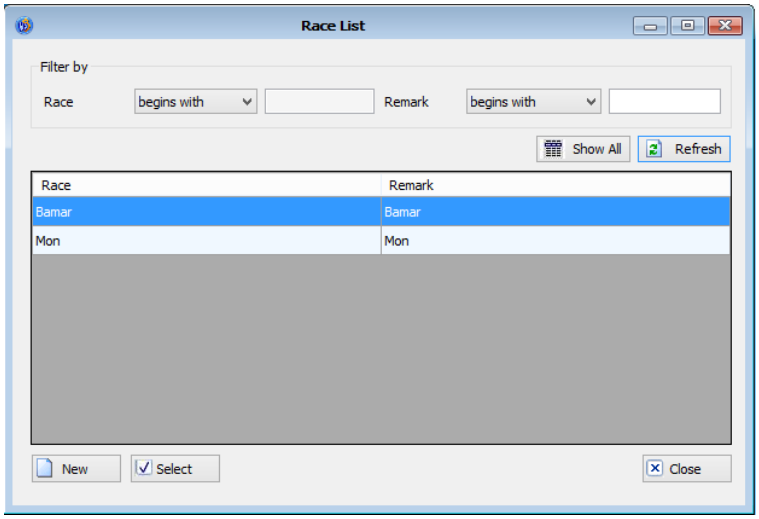
- Create Race (Setup >> Employee Reference >> Race)



- Click new button to create new Race, enter Race information and then click save.

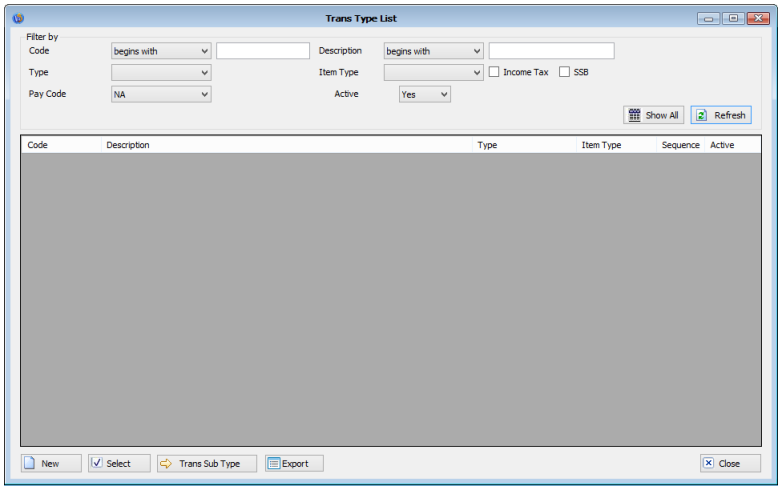


- Race List

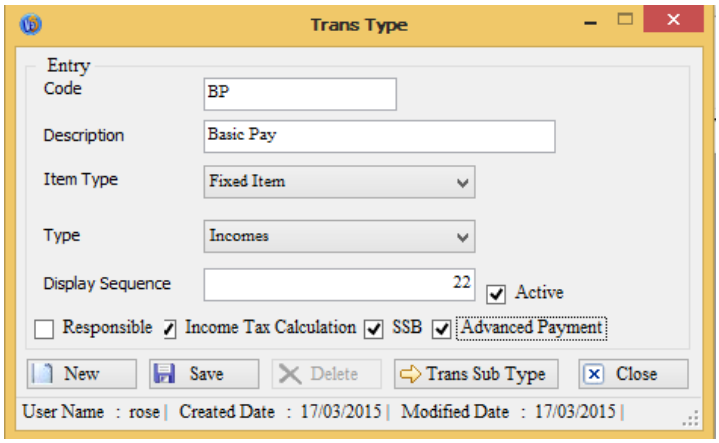


6) Inserting Trans Type (Trans type များထည့်သွင်းခြင်း။)

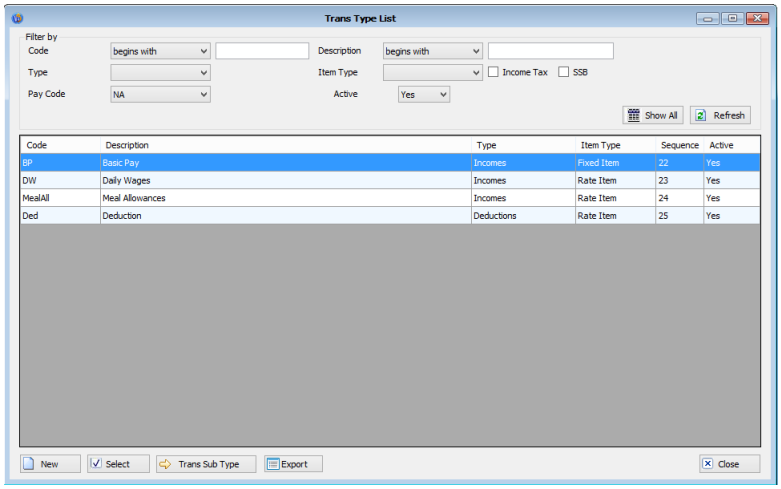
- Inserting Trans Type (Setup >> Trans Type)



- Click new button to create new Trans Type, enter Trans Type information and then click save.

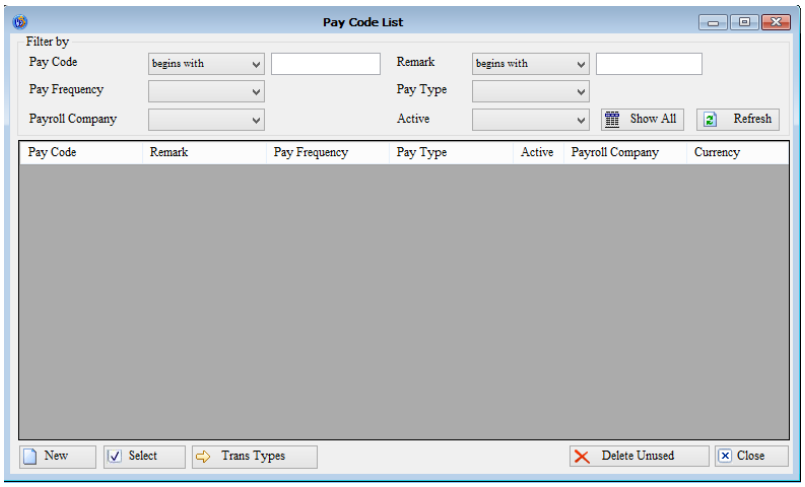


- Trans Type List

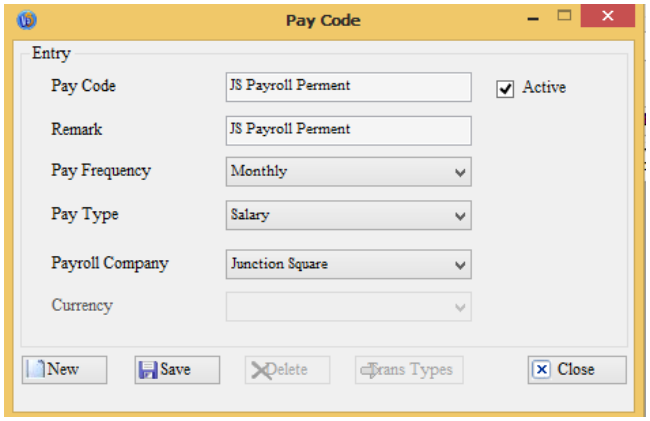


7) Inserting Pay Code (Pay Code များထည့်သွင်းခြင်း။)

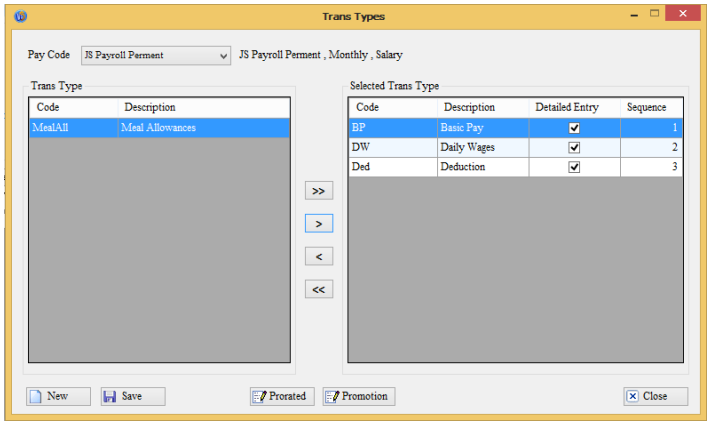
- Inserting Pay Code (Setup >> Pay Code)



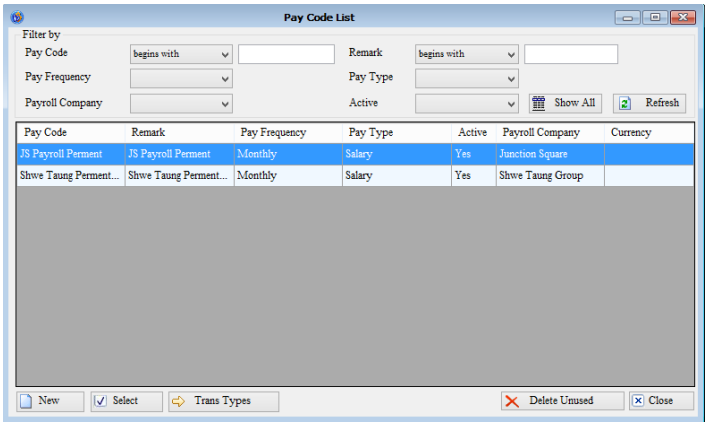
- Click new button to create new Pay Code, enter Pay Code information and then click save.



- Click Tran Type button to add Tran type for this pay code. Shift Tran type to Selected trans type List

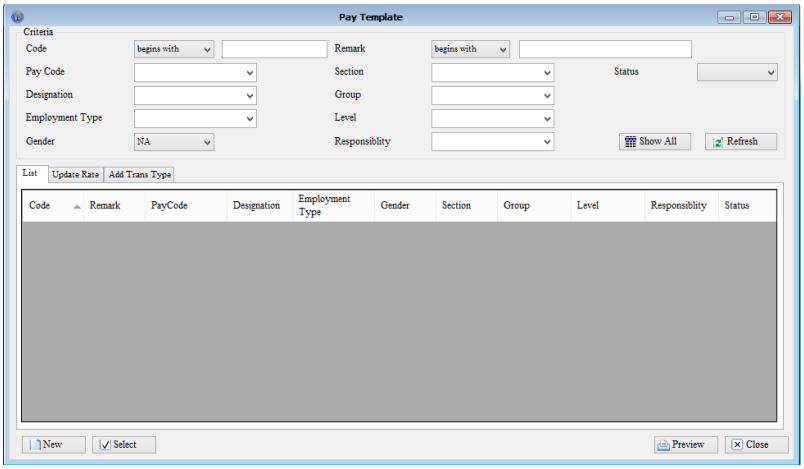


- Pay Code List

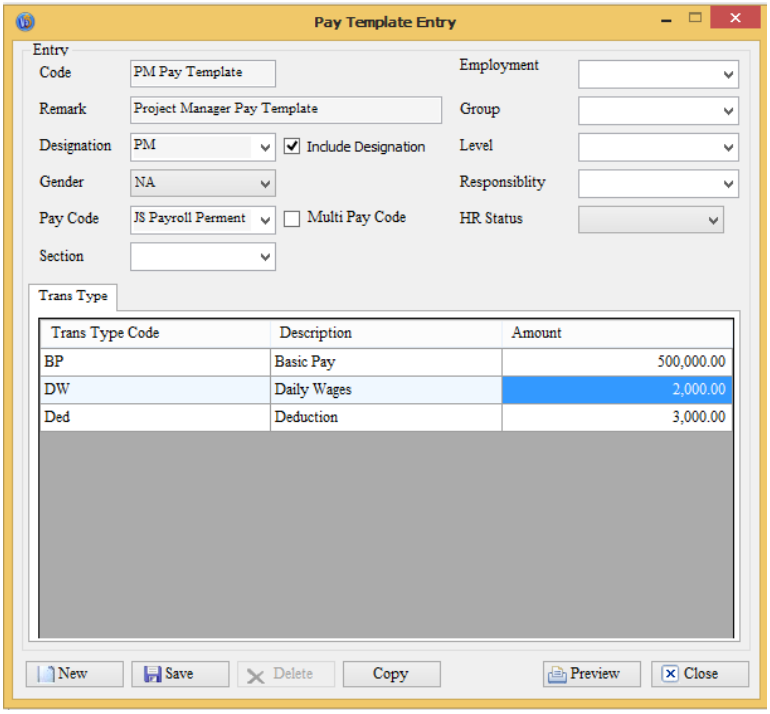


8) Inserting Pay Template (Pay Template များထည့်သွင်းခြင်း။)

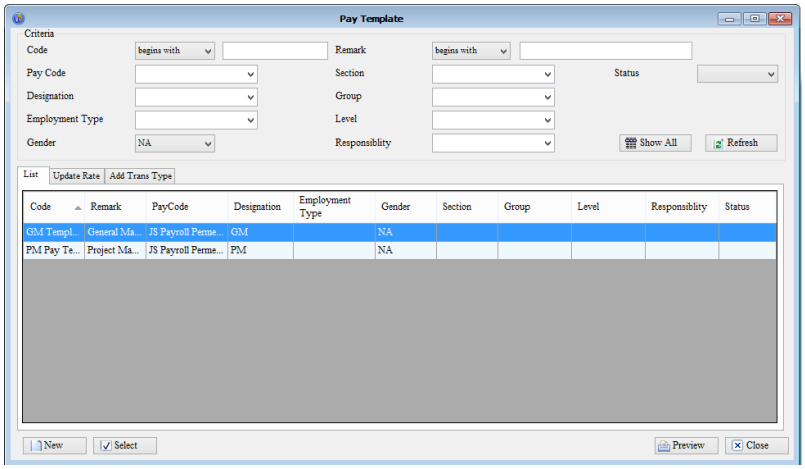
- Create Pay Template (Setup >> Pay Template)



- Click new button to create new Pay Template, enter Pay Template information and set amount for the trans type and then click save.



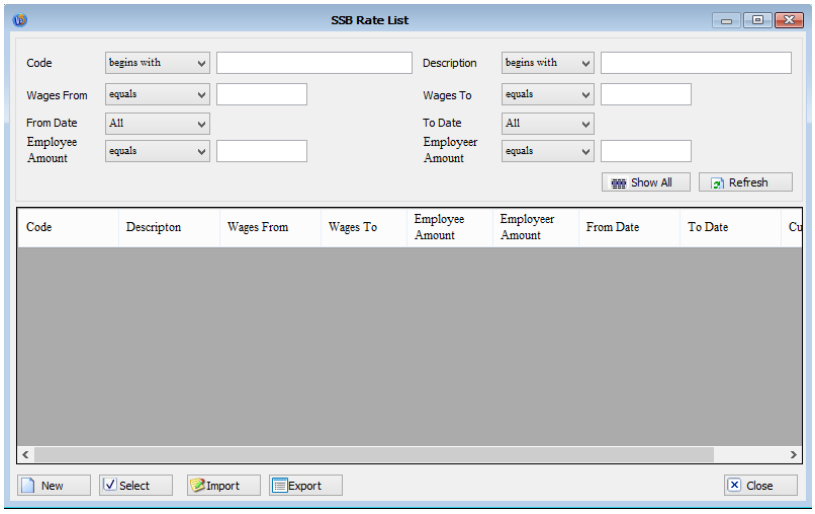
- Pay Template List



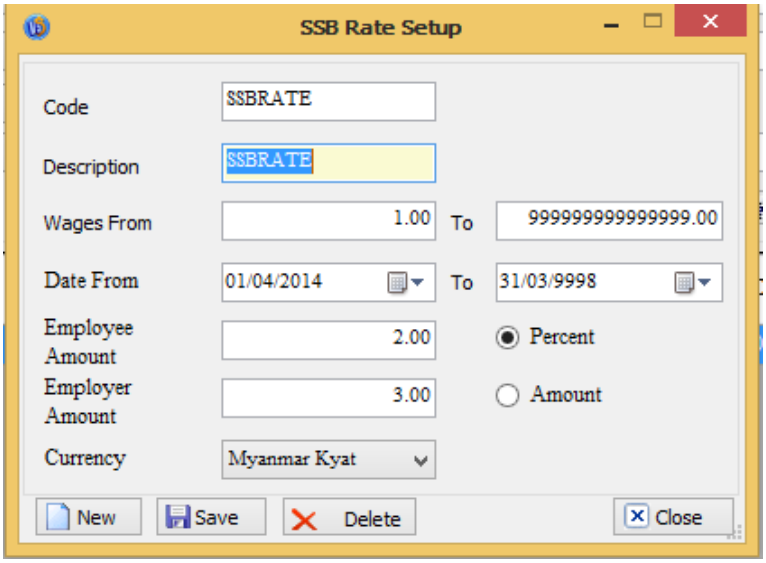
9) Importing Government Setting (Government Rate များထည့်သွင်းခြင်း။)

Updating SSB rate (Government Rate)

- Insert SSB Rate (Setup >> Government Settings >> SSB rate)

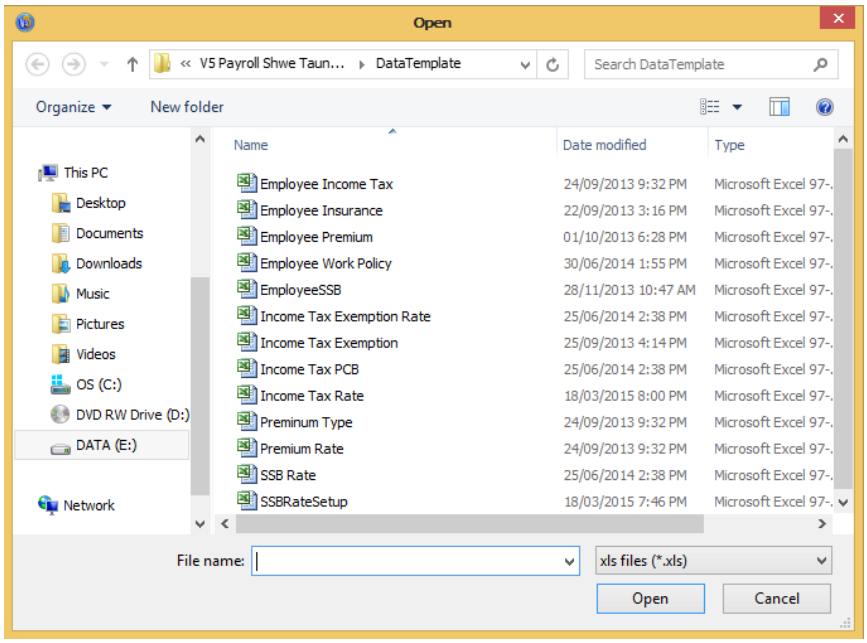


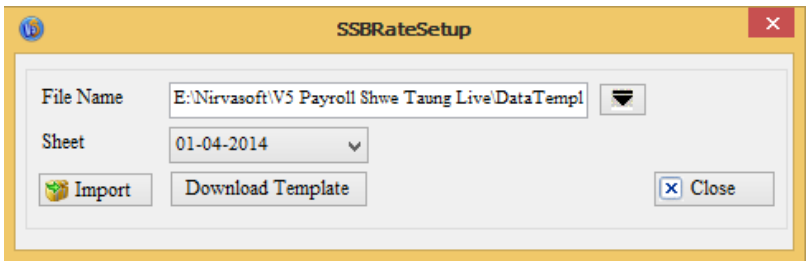
- Click new button to insert SSB rate, enter SSB rate (Defined by Government) and then click save.

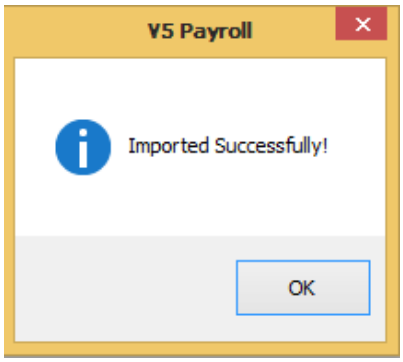


(OR)

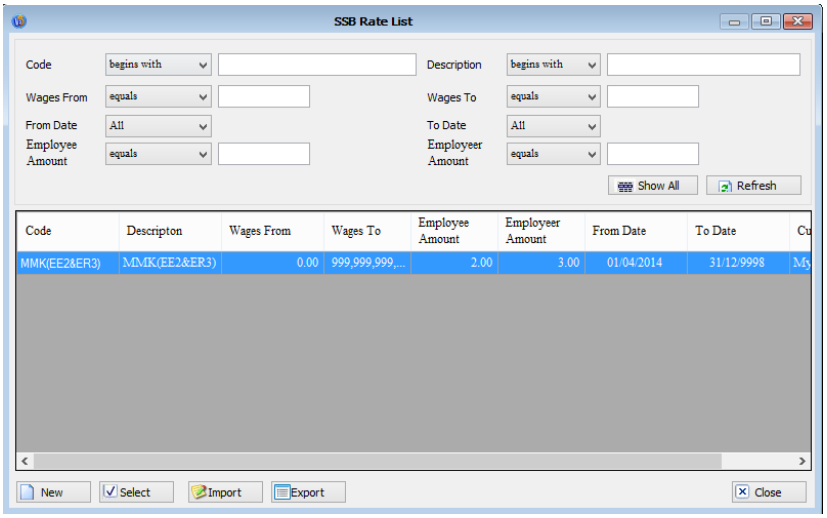
- Import SSB rate from excel (defined by government)
- Click Import, browse Excel file name (C:\Nirvasoft\V5 Payroll\DataTemplate\ SSBRateSetup), select (01-04-2014) sheet (it will depend on government rate change) and then click Import to import SSB rate.


Open
V5 Payroll Shwe Taun... ▸ DataTemplate
Search DataTemplate
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DVD RW Drive (D:)
DATA (E:)
Network
Name
Date modified
Type
Employee Income Tax 24/09/2013 9:32 PM Microsoft Excel 97-
Employee Insurance 22/09/2013 3:16 PM Microsoft Excel 97-
Employee Premium 01/10/2013 6:28 PM Microsoft Excel 97-
Employee Work Policy 30/06/2014 1:55 PM Microsoft Excel 97-
EmployeeSSB 28/11/2013 10:47 AM Microsoft Excel 97-
Income Tax Exemption Rate 25/06/2014 2:38 PM Microsoft Excel 97-
Income Tax Exemption 25/09/2013 4:14 PM Microsoft Excel 97-
Income Tax PCB 25/06/2014 2:38 PM Microsoft Excel 97-
Income Tax Rate 18/03/2015 8:00 PM Microsoft Excel 97-
Preminum Type 24/09/2013 9:32 PM Microsoft Excel 97-
Premium Rate 24/09/2013 9:32 PM Microsoft Excel 97-
SSB Rate 25/06/2014 2:38 PM Microsoft Excel 97-
SSBRateSetup 18/03/2015 7:46 PM Microsoft Excel 97-
File name:
xls files (*.xls)
Open
Cancel



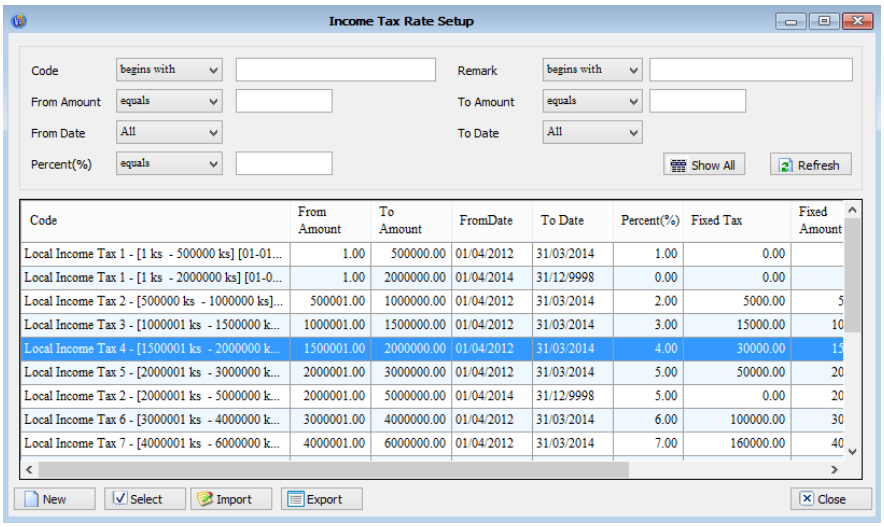


- SSB rate List

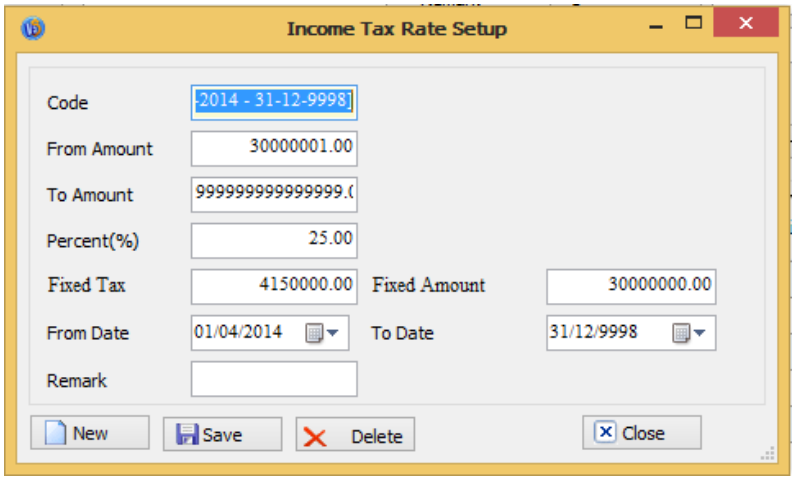


Updating income tax rate (Government Rate)

- Insert income tax rate (Setup >> Government Settings >> Income tax >> Rate setup)

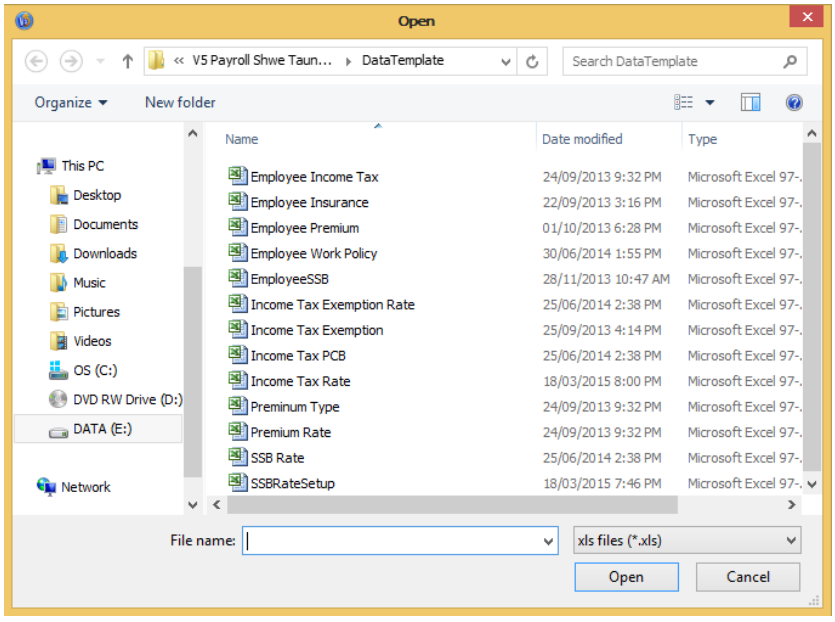


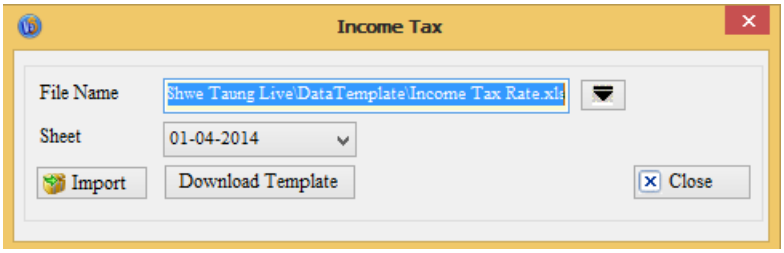
- Click new button to insert income tax rate, enter income tax rate (Defined by Government) and then click save.

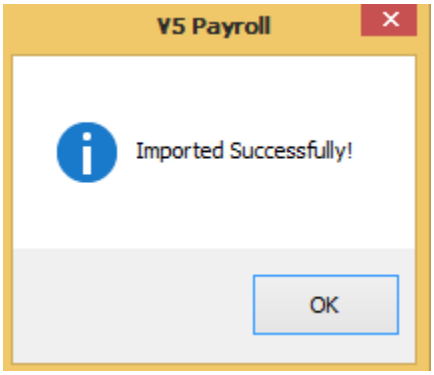


(OR)

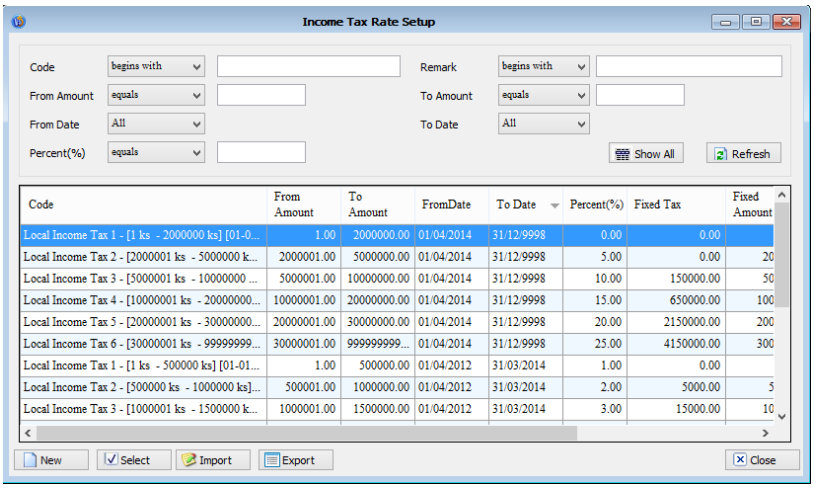
- Import income tax rate from excel (defined by government)
- Click Import, browse Excel file name (C:\Nirvasoft\V5 Payroll\DataTemplate\ Income Tax Rate), select 01-04-2014 sheet (it will depend on government rate change) and then click Import to import income tax rate.


Open
V5 Payroll Shwe Taun... ▸ DataTemplate
Search DataTemplate
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DVD RW Drive (D:)
DATA (E:)
Network
Name
Date modified
Type
Employee Income Tax 24/09/2013 9:32 PM Microsoft Excel 97-.
Employee Insurance 22/09/2013 3:16 PM Microsoft Excel 97-.
Employee Premium 01/10/2013 6:28 PM Microsoft Excel 97-.
Employee Work Policy 30/06/2014 1:55 PM Microsoft Excel 97-.
EmployeeSSB 28/11/2013 10:47 AM Microsoft Excel 97-.
Income Tax Exemption Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Exemption 25/09/2013 4:14 PM Microsoft Excel 97-.
Income Tax PCB 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Rate 18/03/2015 8:00 PM Microsoft Excel 97-.
Preminum Type 24/09/2013 9:32 PM Microsoft Excel 97-.
Premium Rate 24/09/2013 9:32 PM Microsoft Excel 97-.
SSB Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
SSBRateSetup 18/03/2015 7:46 PM Microsoft Excel 97-.
File name:
xls files (*.xls)
Open
Cancel



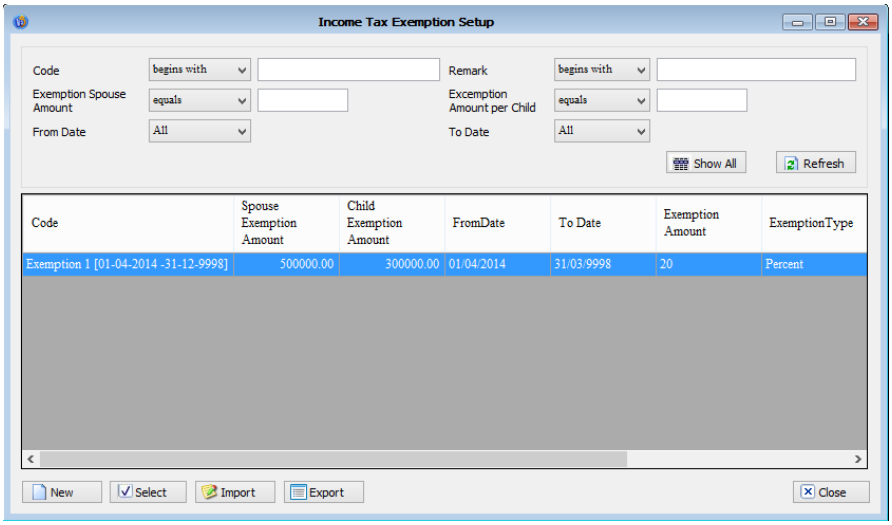


- Income tax rate Setup

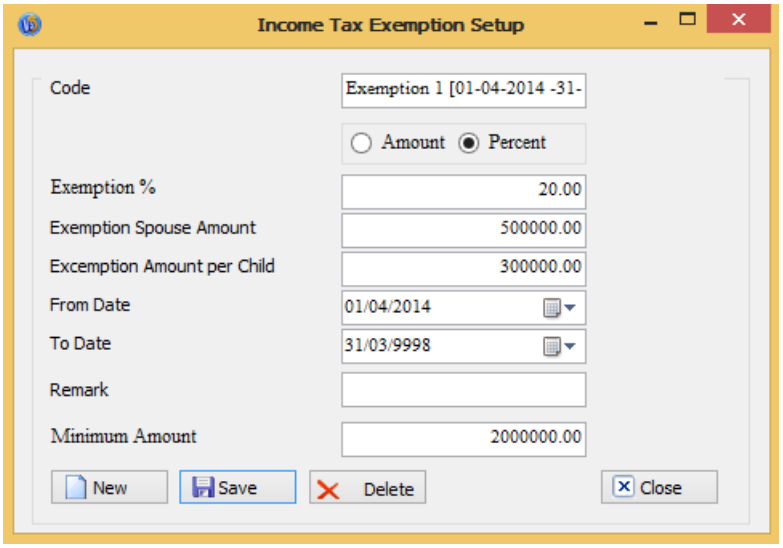


Updating income tax exemption rate (Government Rate)

- Insert income tax exemption (Setup >> Government Settings >> Income Tax >> Exemption Setup)

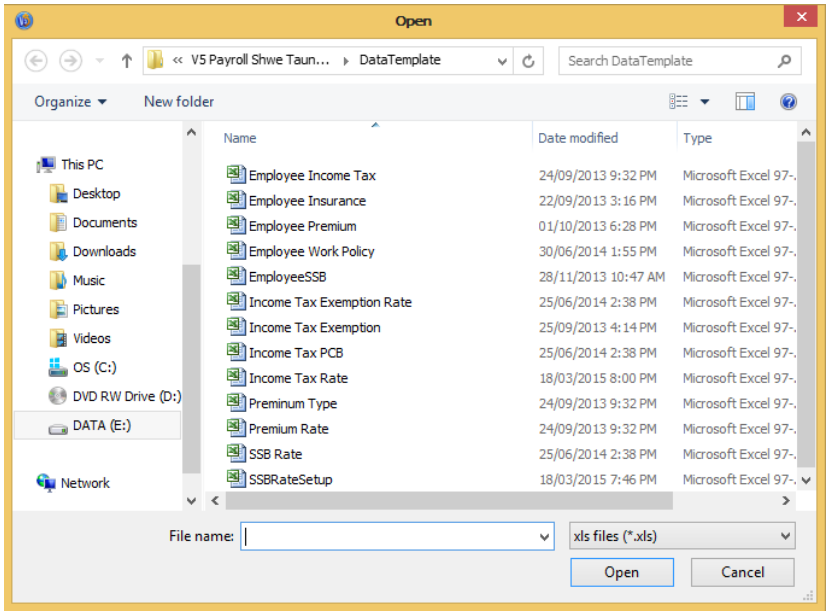


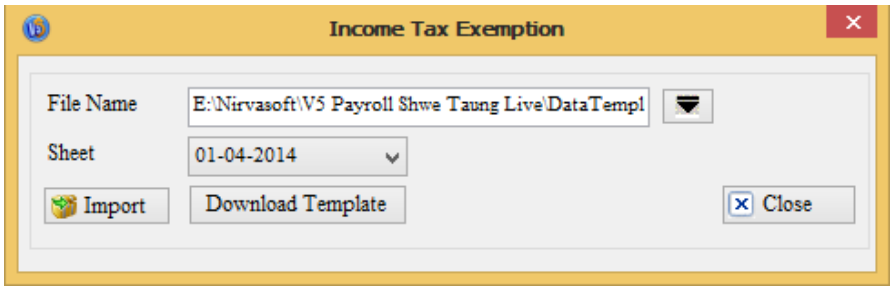
- Click new button to insert Income tax exemption setup, enter exemption rate (Defined by Government) and then click save.

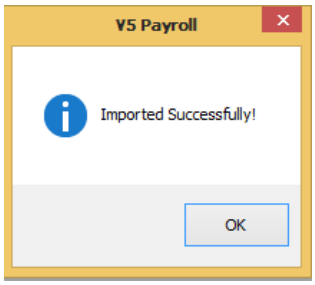


(OR)

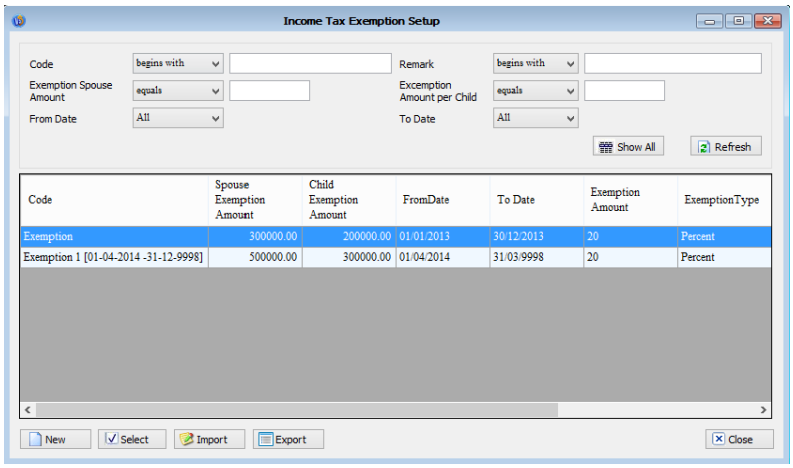
- Import Income Tax Exemption from excel (defined by government)
- Click Import, browse Excel file name (C:\Nirvasoft\V5 Payroll\DataTemplate\ Income Tax Exemption), select exemption sheet (it will depend on government rate change) and then click Import to import income tax exemption rate.


Open
V5 Payroll Shwe Taun... ▸ DataTemplate
Search DataTemplate
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DVD RW Drive (D:)
DATA (E:)
Network
Name
Date modified
Type
Employee Income Tax 24/09/2013 9:32 PM Microsoft Excel 97-
Employee Insurance 22/09/2013 3:16 PM Microsoft Excel 97-
Employee Premium 01/10/2013 6:28 PM Microsoft Excel 97-
Employee Work Policy 30/06/2014 1:55 PM Microsoft Excel 97-
EmployeeSSB 28/11/2013 10:47 AM Microsoft Excel 97-
Income Tax Exemption Rate 25/06/2014 2:38 PM Microsoft Excel 97-
Income Tax Exemption 25/09/2013 4:14 PM Microsoft Excel 97-
Income Tax PCB 25/06/2014 2:38 PM Microsoft Excel 97-
Income Tax Rate 18/03/2015 8:00 PM Microsoft Excel 97-
Preminum Type 24/09/2013 9:32 PM Microsoft Excel 97-
Premium Rate 24/09/2013 9:32 PM Microsoft Excel 97-
SSB Rate 25/06/2014 2:38 PM Microsoft Excel 97-
SSBRateSetup 18/03/2015 7:46 PM Microsoft Excel 97-
File name:
xls files (*.xls)
Open
Cancel



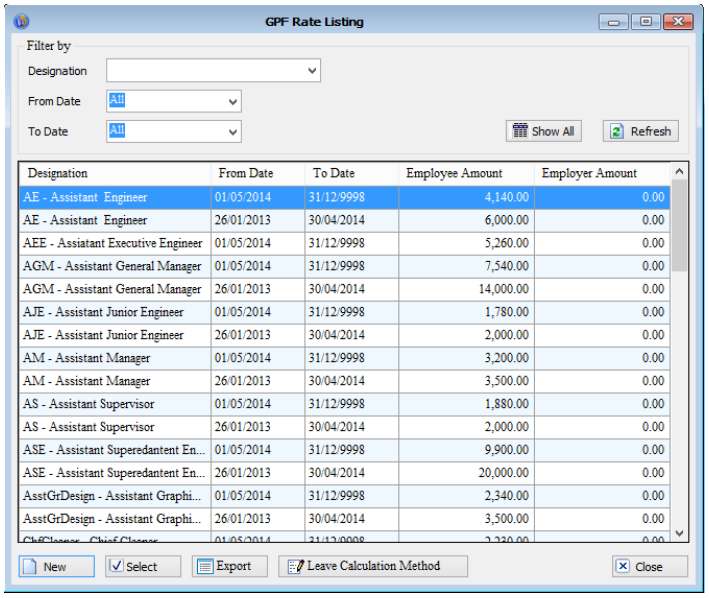


- Income Tax Exemption Setup

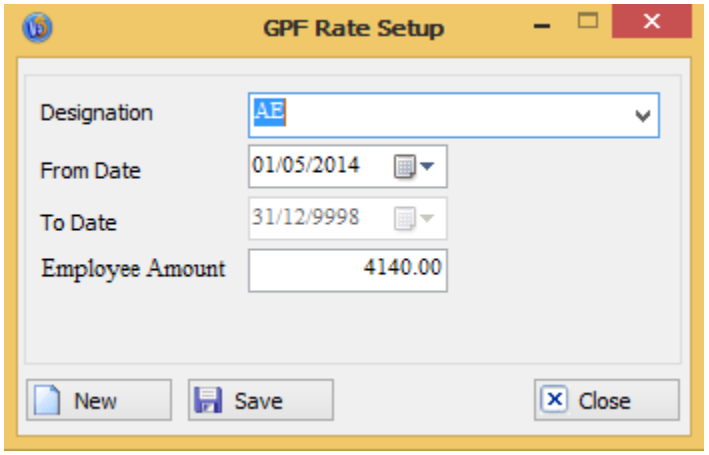


Updating GPF rate (Government Rate)

- Insert GPF rate (Setup >> Government Settings >> General Provident Fund (GPF) rate)

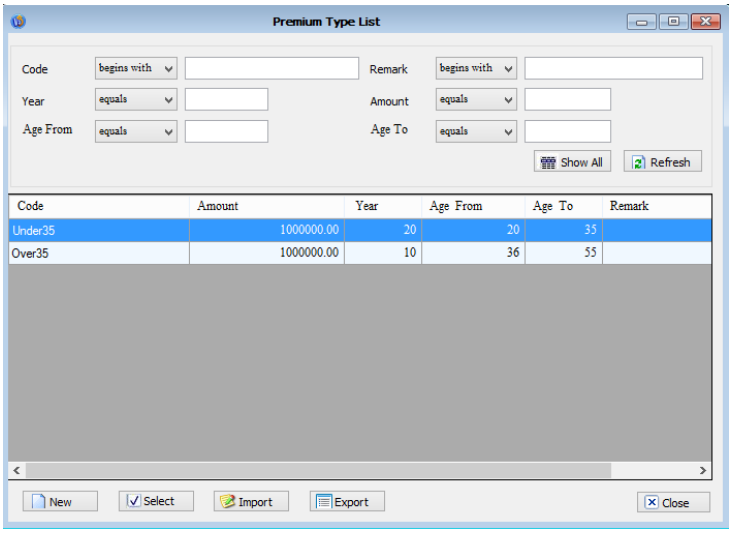

GPF Rate Listing
Filter by
Designation
From Date
All
To Date
All
Show All
Refresh
Designation
From Date
To Date
Employee Amount
Employer Amount
AE - Assistant Engineer 01/05/2014 31/12/9998 4,140.00 0.00
AE - Assistant Engineer 26/01/2013 30/04/2014 6,000.00 0.00
AEE - Assiatant Executive Engineer 01/05/2014 31/12/9998 5,260.00 0.00
AGM - Assistant General Manager 01/05/2014 31/12/9998 7,540.00 0.00
AGM - Assistant General Manager 26/01/2013 30/04/2014 14,000.00 0.00
AJE - Assistant Junior Engineer 01/05/2014 31/12/9998 1,780.00 0.00
AJE - Assistant Junior Engineer 26/01/2013 30/04/2014 2,000.00 0.00
AM - Assistant Manager 01/05/2014 31/12/9998 3,200.00 0.00
AM - Assistant Manager 26/01/2013 30/04/2014 3,500.00 0.00
AS - Assistant Supervisor 01/05/2014 31/12/9998 1,880.00 0.00
AS - Assistant Supervisor 26/01/2013 30/04/2014 2,000.00 0.00
ASE - Assistant Superedantent En... 01/05/2014 31/12/9998 9,900.00 0.00
ASE - Assistant Superedantent En... 26/01/2013 30/04/2014 20,000.00 0.00
AsstGrDesign - Assistant Graphi... 01/05/2014 31/12/9998 2,340.00 0.00
AsstGrDesign - Assistant Graphi... 26/01/2013 30/04/2014 3,500.00 0.00
New
Select
Export
Leave Calculation Method
Close

- Click new button to insert GPF rate, enter GPF rate and then click save.

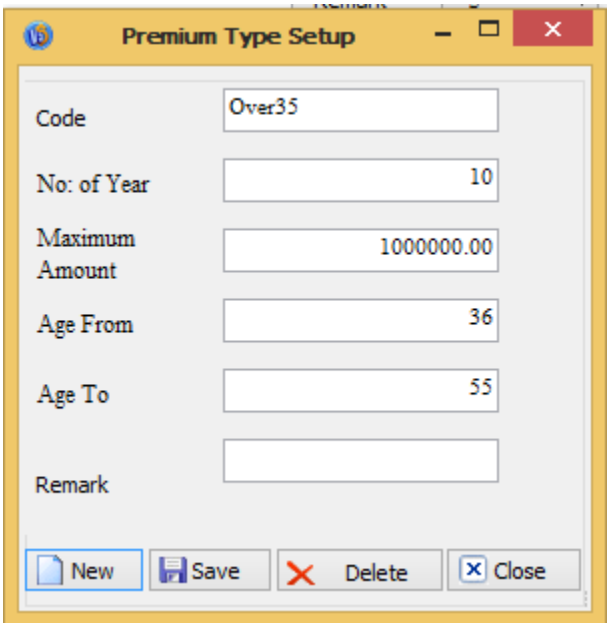


Updating Premium Insurance Type

- Insert premium insurance type (Setup >> Government Settings >> premium insurance >> Insurance Type)

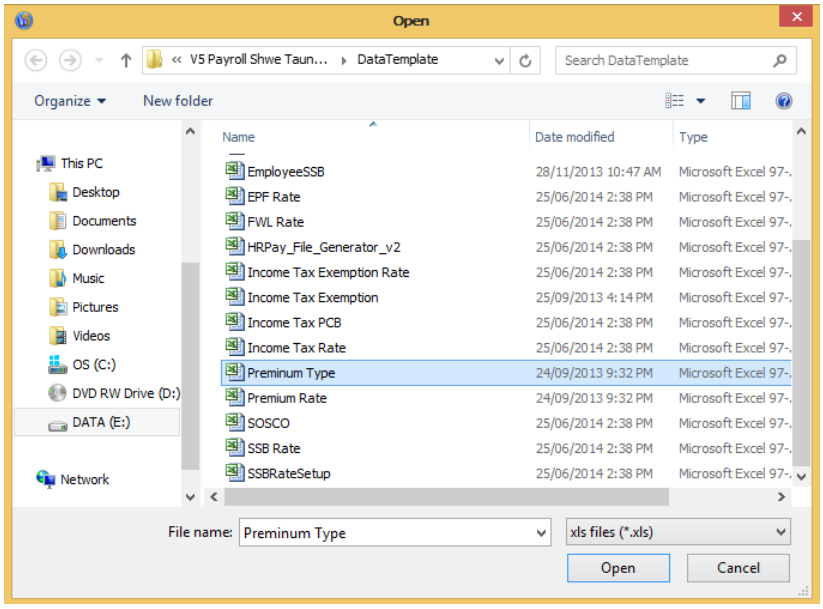


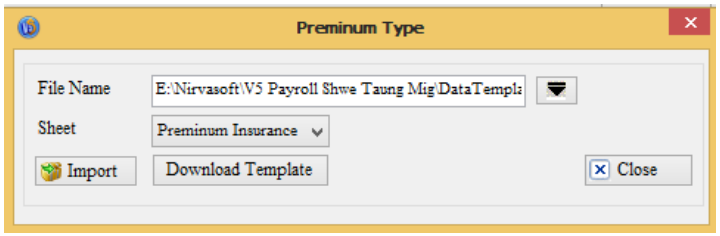
- Click new button to insert premium insurance type, enter premium insurance rate and then click save.

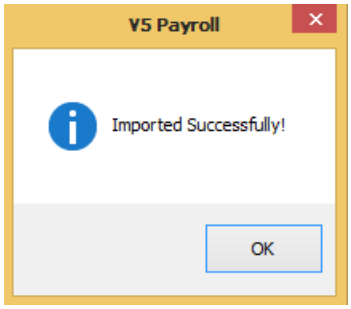


(OR)

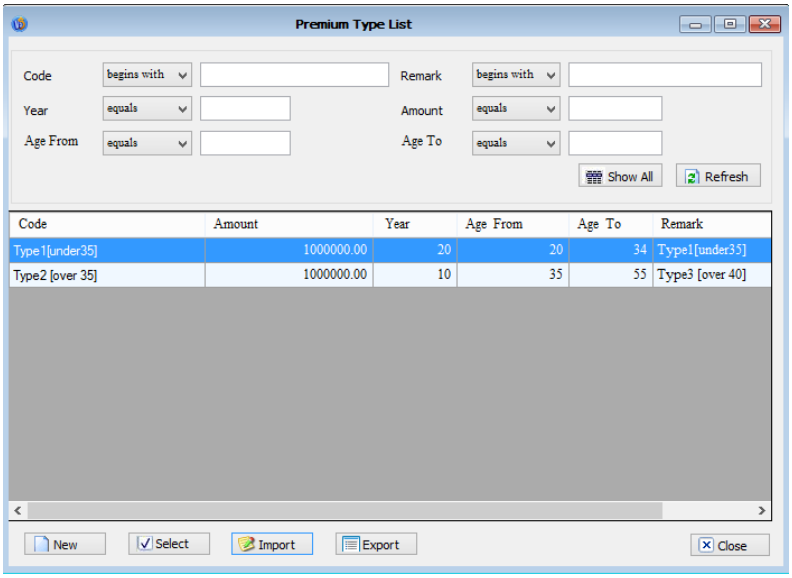
- Import Premium Insurance Type from excel
- Click Import, browse Excel file name (C:\Nirvasoft\V5 Payroll\DataTemplate\ Premium Type), select Premium Insurance sheet (it will depend on Insurance Type defined by insurance company) and then click Import to import Insurance Type rate.


Open
V5 Payroll Shwe Taun... ▸ DataTemplate
Search DataTemplate
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DVD RW Drive (D:)
DATA (E:)
Network
Name
Date modified
Type
EmployeeSSB 28/11/2013 10:47 AM Microsoft Excel 97-.
EPF Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
FWL Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
HRPay_File_Generator_v2 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Exemption Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Exemption 25/09/2013 4:14 PM Microsoft Excel 97-.
Income Tax PCB 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
Preminum Type 24/09/2013 9:32 PM Microsoft Excel 97-.
Premium Rate 24/09/2013 9:32 PM Microsoft Excel 97-.
SOSCO 25/06/2014 2:38 PM Microsoft Excel 97-.
SSB Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
SSBRateSetup 25/06/2014 2:38 PM Microsoft Excel 97-.
File name: Preminum Type
xls files (*.xls)
Open
Cancel



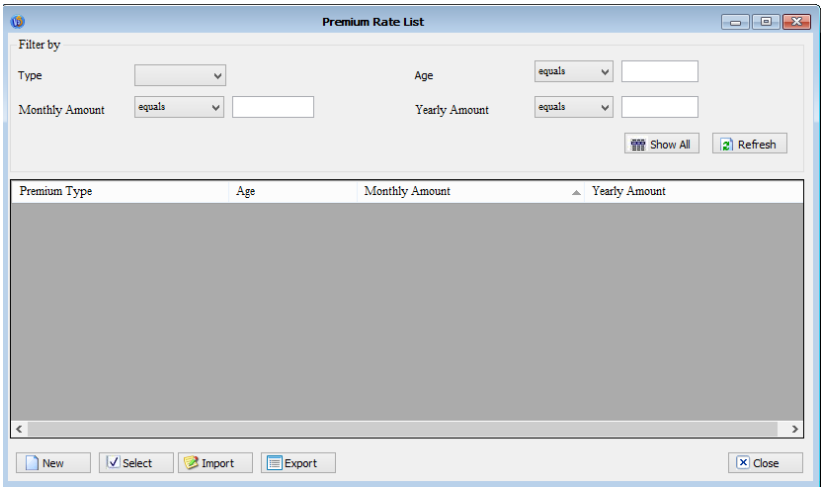


- Premium Insurance Type List

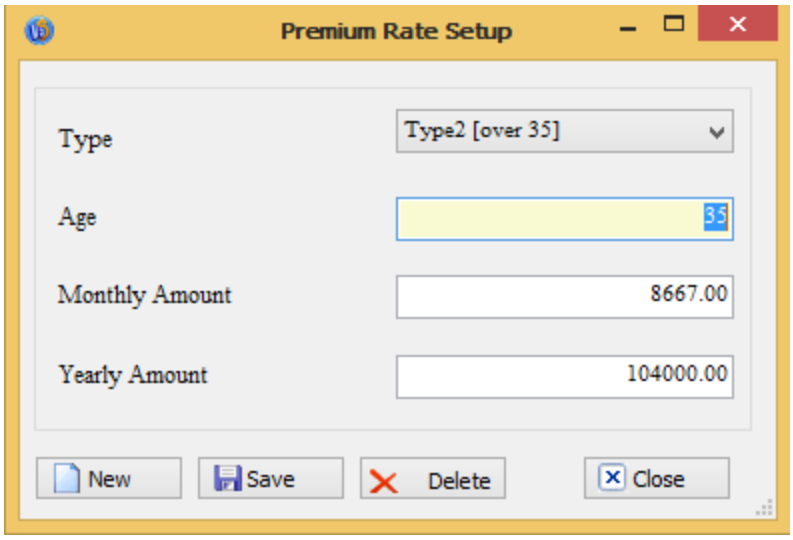


Updating Premium Insurance Rate

- Insert premium insurance rate (Setup >> Government Settings >> premium insurance >> Insurance Rate)

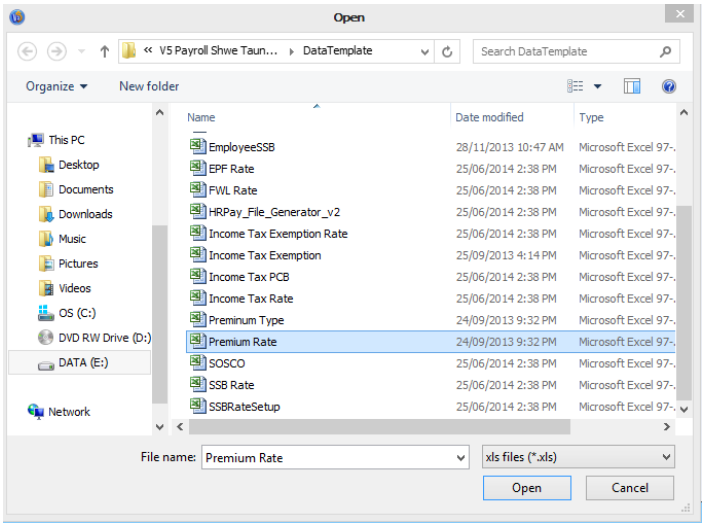


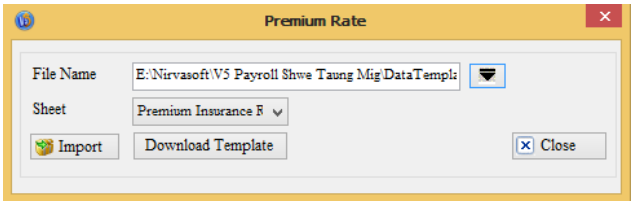
- Click new button to insert premium insurance type, enter premium insurance rate and then click save.

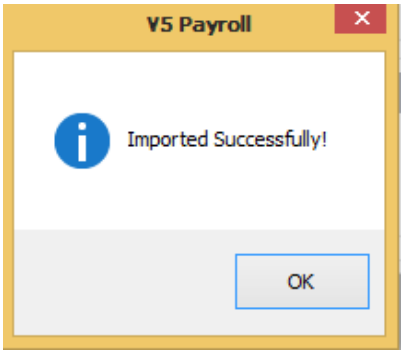


(OR)

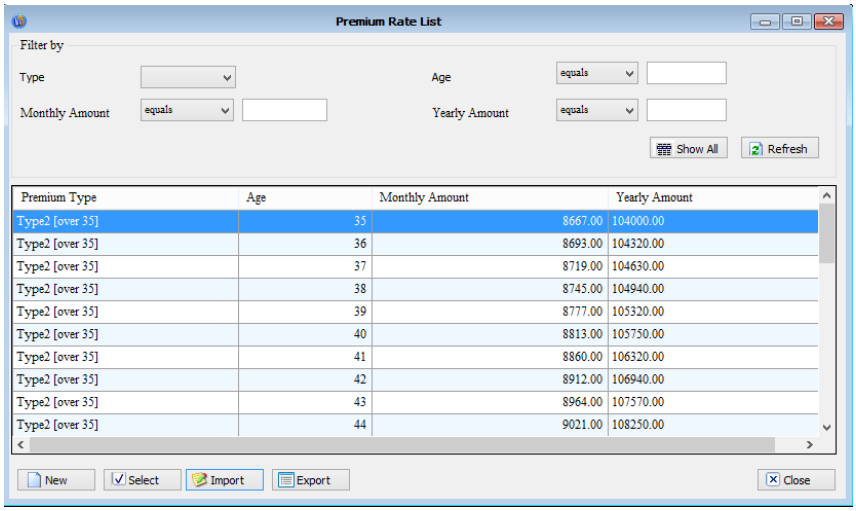
- Import Premium Insurance Rate from excel
- Click Import, browse Excel file name (C:\Nirvasoft\V5 Payroll\DataTemplate\ Premium Rate), select Premium Insurance Rate sheet (it will depend on Premium rate defined by insurance company) and then click Import to import Insurance rate.


Open
V5 Payroll Shwe Taun... ▸ DataTemplate
Search DataTemplate
Organize
New folder
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
OS (C:)
DVD RW Drive (D:)
DATA (E:)
Network
Name
Date modified
Type
EmployeeSSB 28/11/2013 10:47 AM Microsoft Excel 97-.
EPF Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
FWL Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
HRPay_File_Generator_v2 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Exemption Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Exemption 25/09/2013 4:14 PM Microsoft Excel 97-.
Income Tax PCB 25/06/2014 2:38 PM Microsoft Excel 97-.
Income Tax Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
Preminum Type 24/09/2013 9:32 PM Microsoft Excel 97-.
Premium Rate 24/09/2013 9:32 PM Microsoft Excel 97-.
SOSCO 25/06/2014 2:38 PM Microsoft Excel 97-.
SSB Rate 25/06/2014 2:38 PM Microsoft Excel 97-.
SSBRateSetup 25/06/2014 2:38 PM Microsoft Excel 97-.
File name: Premium Rate
xls files (*.xls)
Open
Cancel



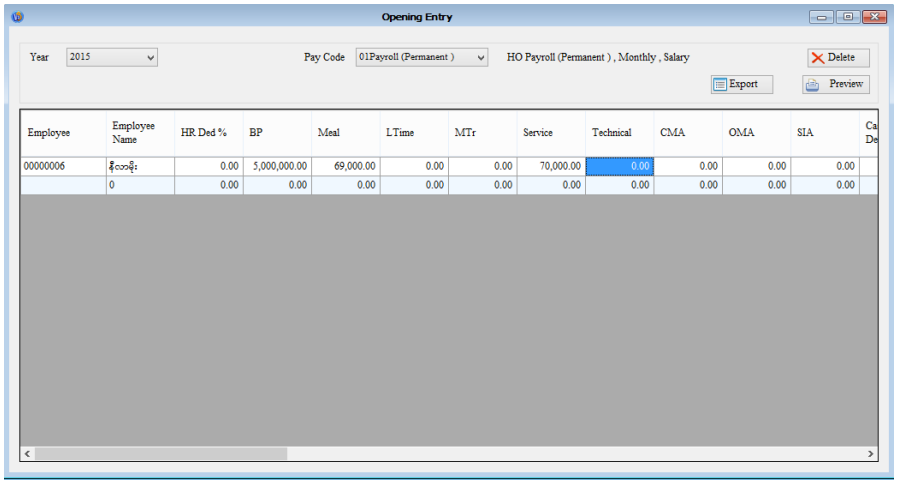


- Premium Rate List

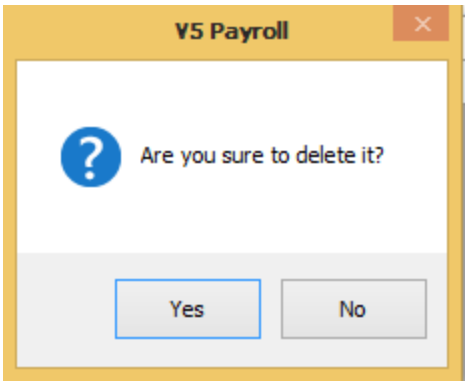


10) Inserting Opening Data (Opening Data များထည့်သွင်းခြင်း။)

- Inserting Opening (Setup >> Opening >> Opening Entry)
- Select year of the opening
- Select pay code and insert opening amount for each trans type.



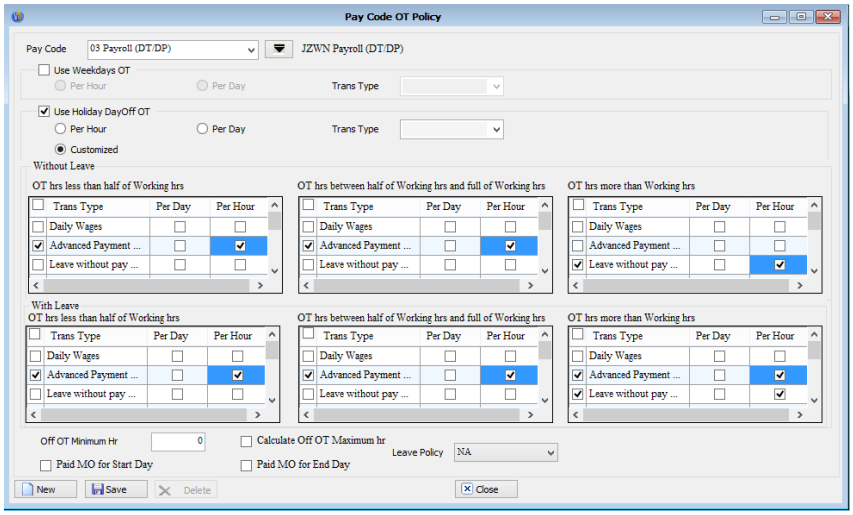
- Select record to delete if you want to delete and then click delete button.



- Click Yes button if you are sure to delete.

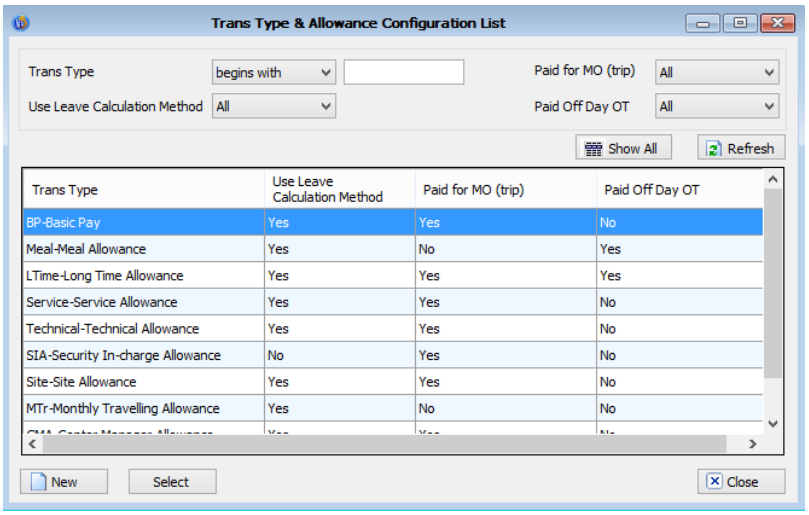
11) Configuring Pay Code OT policy (Pay Code OT Policy များသတ်မှတ်ခြင်း။)

- Setting OT policy for Pay Code (Setup >> Pay Code OT policy).
- Check Use Weedays OT if you want to use weedays OT for the selected Pay Code.
- Check Use Holiday Dayoff OT if you want to use Holiday DayOff OT for the selected Pay Code. If you want to use multi trans type allowance for the OT, select Customized and then check trans types and pay type (Per Day or Per Hour)
- Insert Off OT Minimum Hr if you want to set Minimum hour for the off day OT.

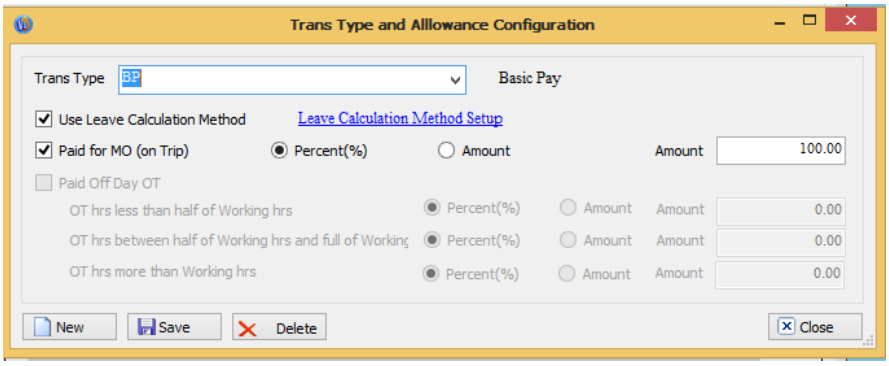


12) Configuring Trans Type Allowance (Trans Type Allowance များသတ်မှတ်ခြင်း။)

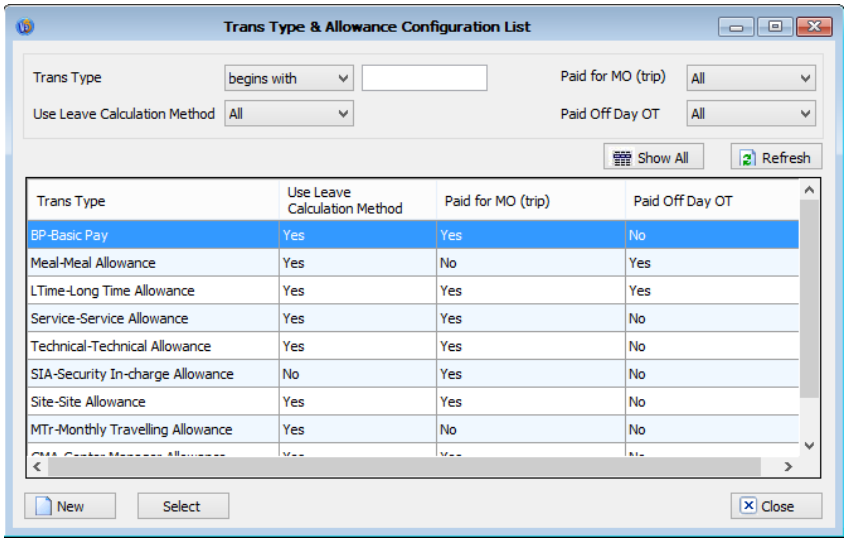
- Setting Tran Type Allowance (Setup >> Trans Type Allowance Configuration)



- Select Tran type to set allowance configuration for this trans type

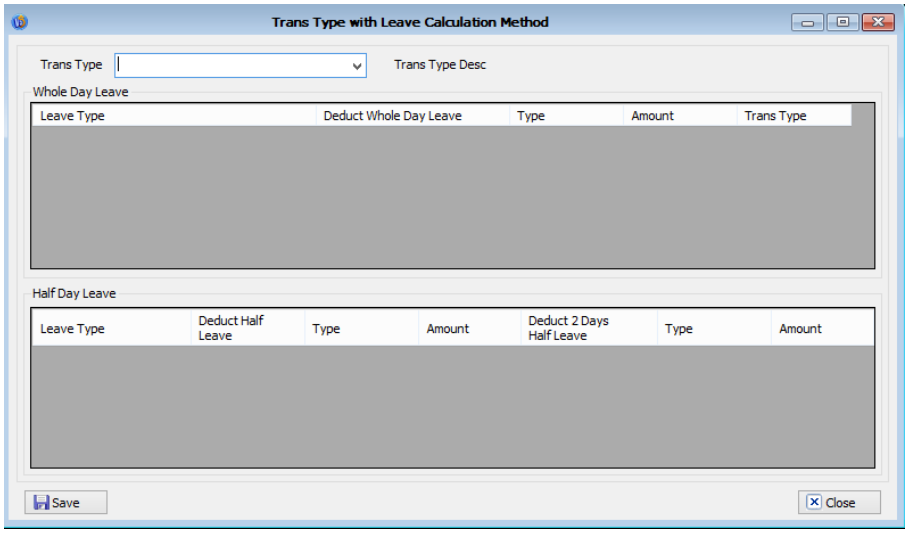


- Check Use Leave Calculation Method for the select trans type if you want to set.
- Check Paid for MO (on Trip) if you want to allow select trans type for the MO (on trip). Select allowance type (Percent or Amount) and enter percent or amount and then save.
- Tran Type & Allowance Configuration List

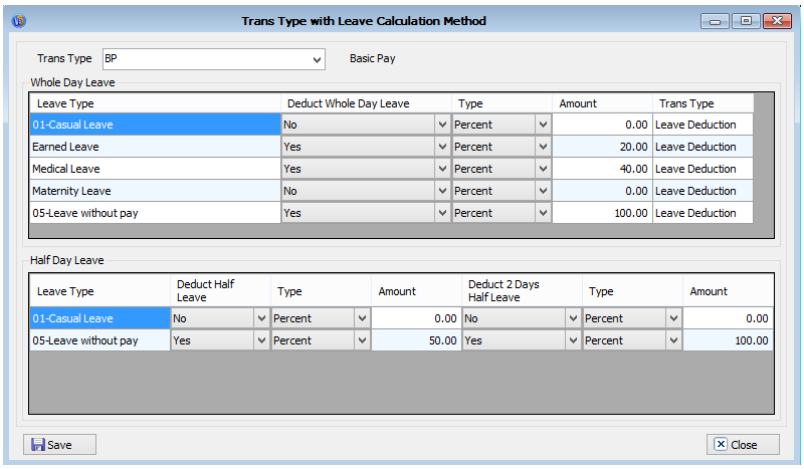


13) Configuring Tran Type with Leave Calculation Method (Leave calculation method များသတ်မှတ်ခြင်း။)

- Setting Leave Calculation for Tran Type (Setup >> Trans Type Leave Calculation Method)



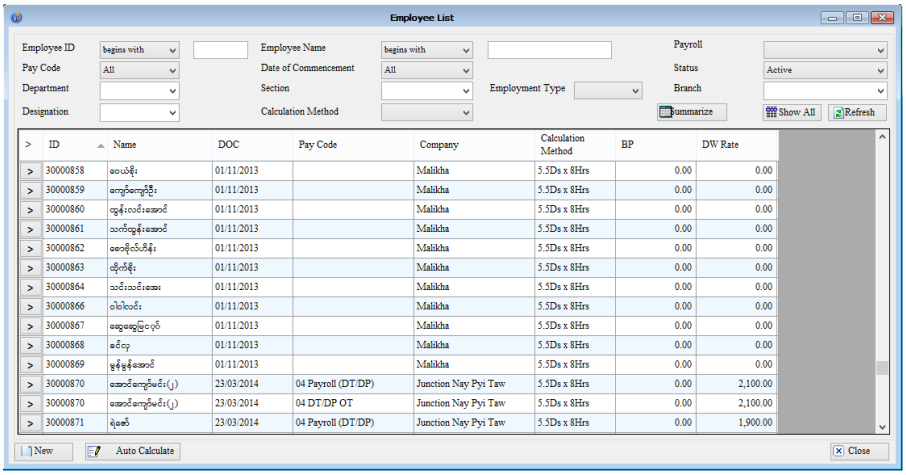
- Select Tran Type
- Select Yes if you want to calculate Leave deduction for the selected Leave Type (Casual Leave) for Whole Day Lave and Half Day Leave.
- Select calculation type (Percent or Amount) and enter amount or percent.
- Select Trans Type for this calculation.


Trans Type with Leave Calculation Method
Trans Type BP Basic Pay
Whole Day Leave
Leave Type | Deduct Whole Day Leave | Type | Amount | Trans Type
01-Casual Leave | No | Percent | 0.00 | Leave Deduction
Earned Leave | Yes | Percent | 20.00 | Leave Deduction
Medical Leave | Yes | Percent | 40.00 | Leave Deduction
Maternity Leave | No | Percent | 0.00 | Leave Deduction
05-Leave without pay | Yes | Percent | 100.00 | Leave Deduction
Half Day Leave
Leave Type | Deduct Half Leave | Type | Amount | Deduct 2 Days Half Leave | Type | Amount
01-Casual Leave | No | Percent | 0.00 | No | Percent | 0.00
05-Leave without pay | Yes | Percent | 50.00 | Yes | Percent | 100.00
Save
Close

Employee

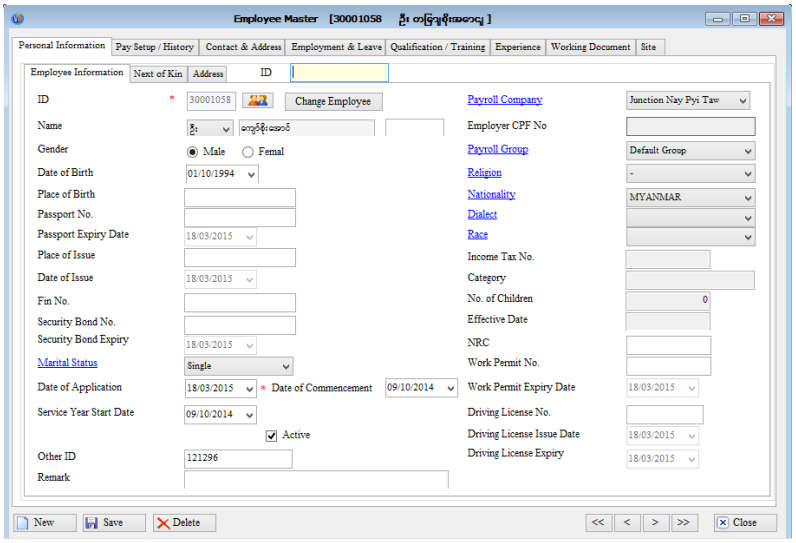
1) Inserting Employee Information (Employee Information များထည့်သွင်းခြင်း။)

- Employee List (Employee >> Employee List)

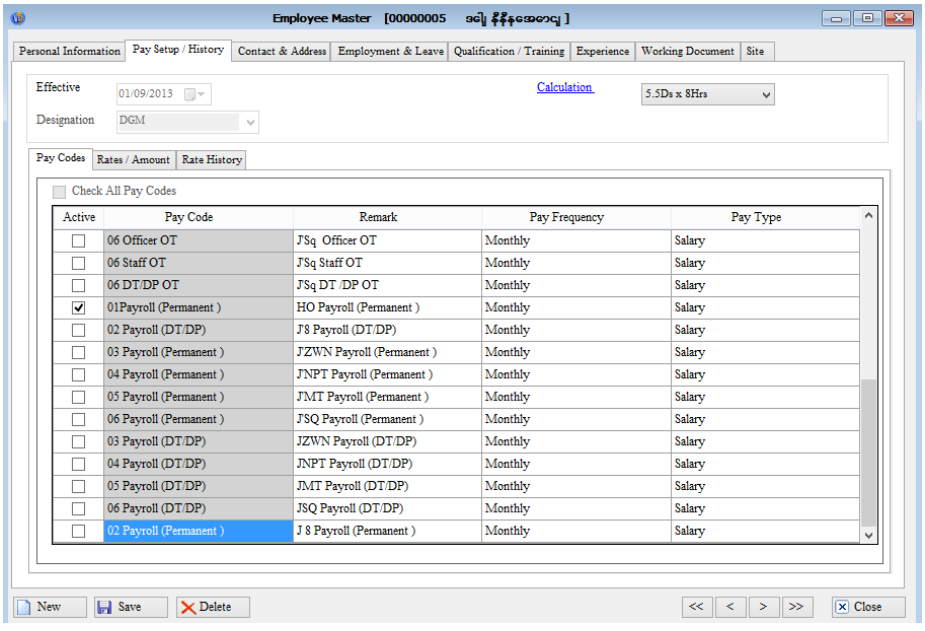

Employee List
Employee ID | Employee Name | Payroll
Pay Code | Date of Commencement | Status
Department | Section | Employment Type | Branch
Designation | Calculation Method
Summarize | Show All | Refresh
ID | Name | DOC | Pay Code | Company | Calculation Method | BP | DW Rate
30000858 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000859 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000860 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000861 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000862 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000863 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000864 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000866 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000867 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000868 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000869 | 01/11/2013 | Malikha | 5.5Ds x 8Hrs | 0.00 | 0.00
30000870 | 23/03/2014 | 04 Payroll (DT/DP) | Junction Nay Pyi Taw | 5.5Ds x 8Hrs | 0.00 | 2,100.00
30000870 | 23/03/2014 | 04 DT/DP OT | Junction Nay Pyi Taw | 5.5Ds x 8Hrs | 0.00 | 2,100.00
30000871 | 23/03/2014 | 04 Payroll (DT/DP) | Junction Nay Pyi Taw | 5.5Ds x 8Hrs | 0.00 | 1,900.00
New | Auto Calculate | Close

- Click Arrow button to edit or check selected employee information (Employee >> Employee Master)

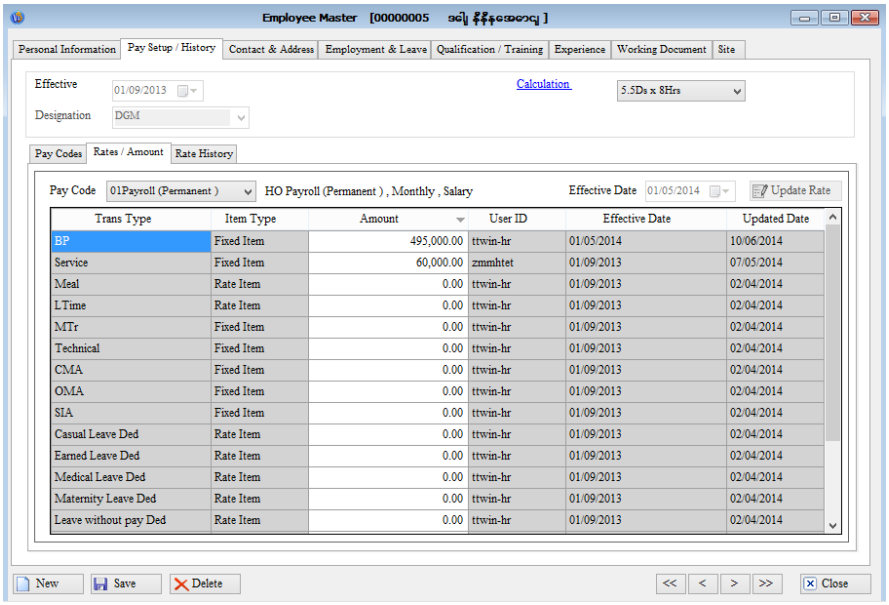
- Enter Personal Information under Personal Information Tab



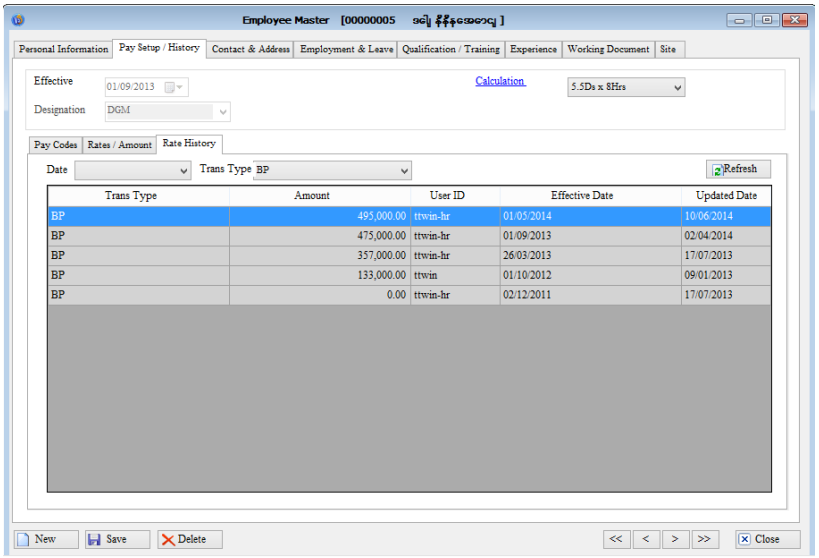
- Enter or Check Pay Setup and History of Payroll under Pay Setup/ History Tab
- You can check assigned pay code for the selected employee under Pay Code tab of Pay Setup/ History Tab.



- You can check pay rate for the selected employee under Rate/ Amount tab of Pay Setup/ History Tab



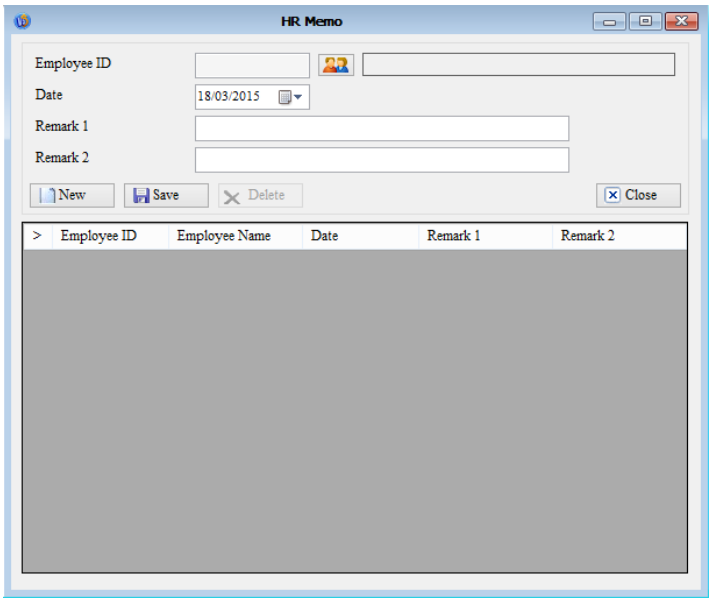
- You can check Rate History for the selected employee under Rate History tab of Pay Setup/ History Tab
- Select Tran Type which you want to view rate history.



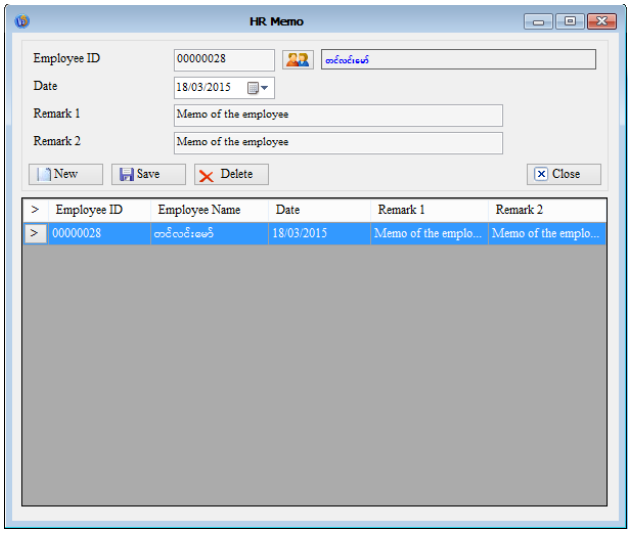
- You can enter Contact & Address under Contact & Address Tab for the selected employee
- You can enter Employment & Leave under Employment & Leave Tab for the selected employee
- You can enter Experience under Experience Tab for the selected employee
- You can enter Working Document under Working Document Tab for the selected employee

2) Inserting HR Memo (Employee Memo များထည့်သွင်းခြင်း။)

- Entering Memo of the employee (Employee >> HR Memo)

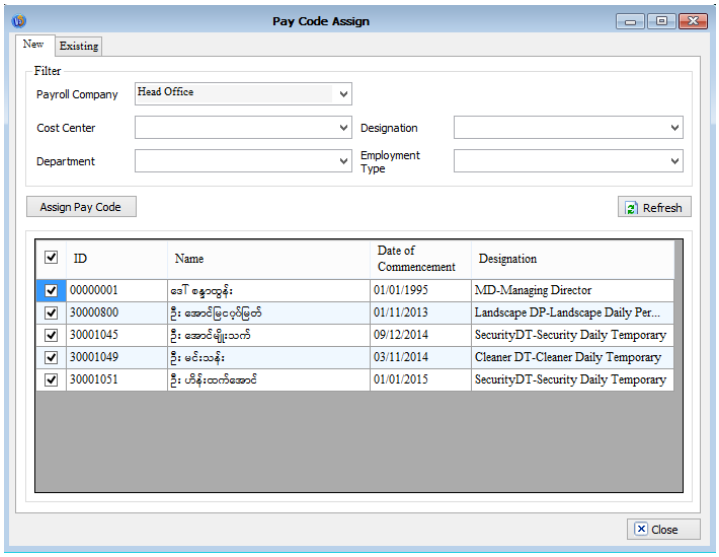


- Browse employee who you want to enter memo. Enter memo information and then click save.

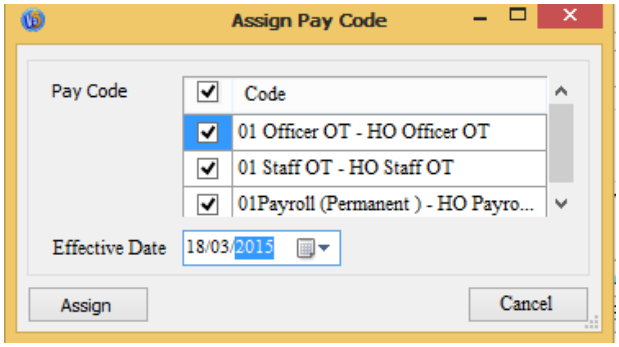


3) Assigning Pay Code (Employee များအား Pay Code များချမှတ်ခြင်း။)

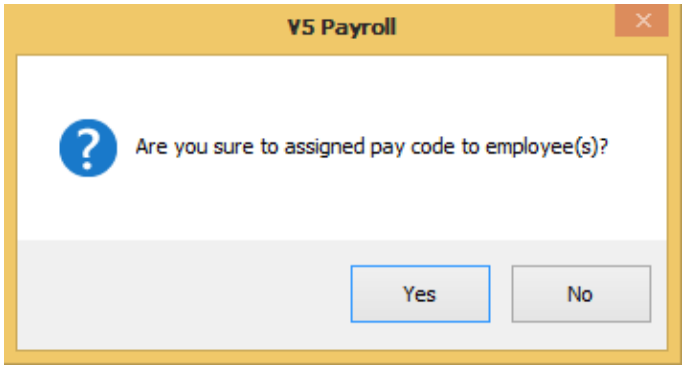
- Assigning Pay Code for the employees by Payroll Company (Employee >> Pay Code Assign)
- Select Payroll Company and then click Refresh.
- Check employees who you want to assign Pay Code and then Click Assign Pay Code.



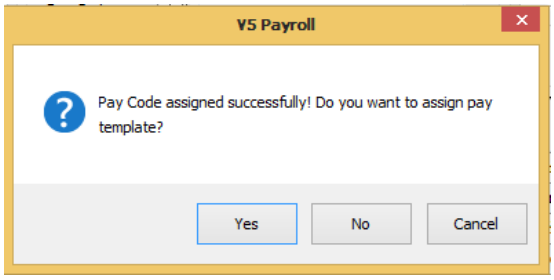
- Check Pay Code which you want to assign



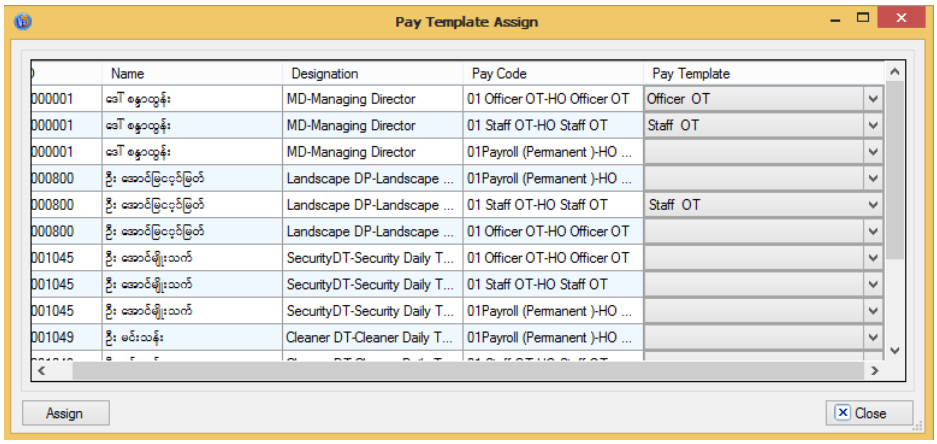
- Click Assign and click Yes if you sure to assign pay code or No if you don't



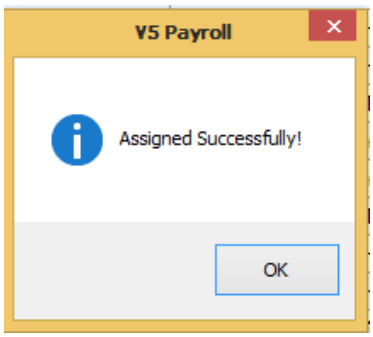
- Click Yes if you want to assign Pay Template or No if you don't want.



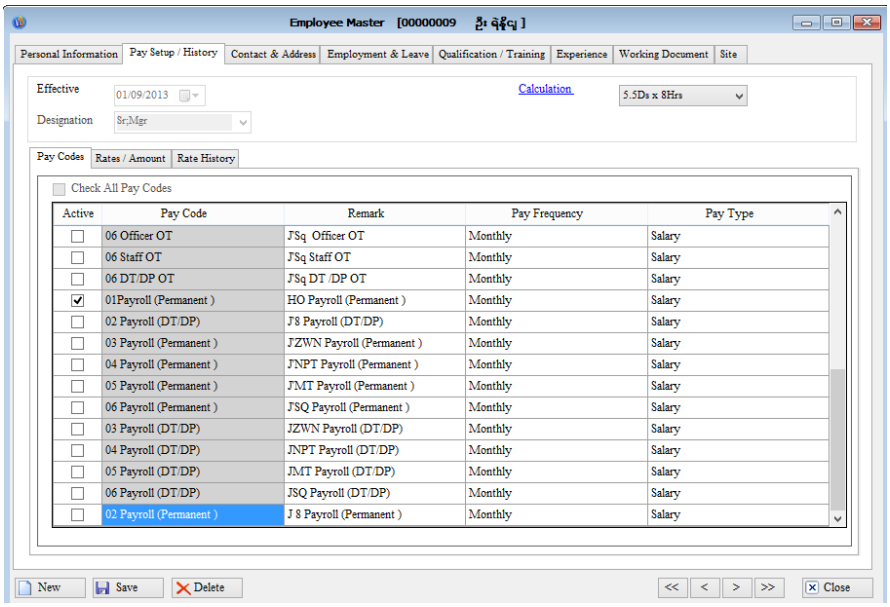
- Select Pay Template for the employees


Pay Template Assign
Name
Designation
Pay Code
Pay Template
000001 ဒေါ် စန္ဒာထွန်း MD-Managing Director 01 Officer OT-HO Officer OT Officer OT
000001 ဒေါ် စန္ဒာထွန်း MD-Managing Director 01 Staff OT-HO Staff OT Staff OT
000001 ဒေါ် စန္ဒာထွန်း MD-Managing Director 01Payroll (Permanent)-HO ...
000800 ဦး အောင်မြင့်မြတ် Landscape DP-Landscape ... 01Payroll (Permanent)-HO ...
000800 ဦး အောင်မြင့်မြတ် Landscape DP-Landscape ... 01 Staff OT-HO Staff OT Staff OT
000800 ဦး အောင်မြင့်မြတ် Landscape DP-Landscape ... 01 Officer OT-HO Officer OT
001045 ဦး အောင်မျိုးသက် SecurityDT-Security Daily T... 01 Officer OT-HO Officer OT
001045 ဦး အောင်မျိုးသက် SecurityDT-Security Daily T... 01 Staff OT-HO Staff OT
001045 ဦး အောင်မျိုးသက် SecurityDT-Security Daily T... 01Payroll (Permanent)-HO ...
001049 ဦး မင်းသန်း Cleaner DT-Cleaner Daily T... 01Payroll (Permanent)-HO ...
Assign
Close

- Click Assign button

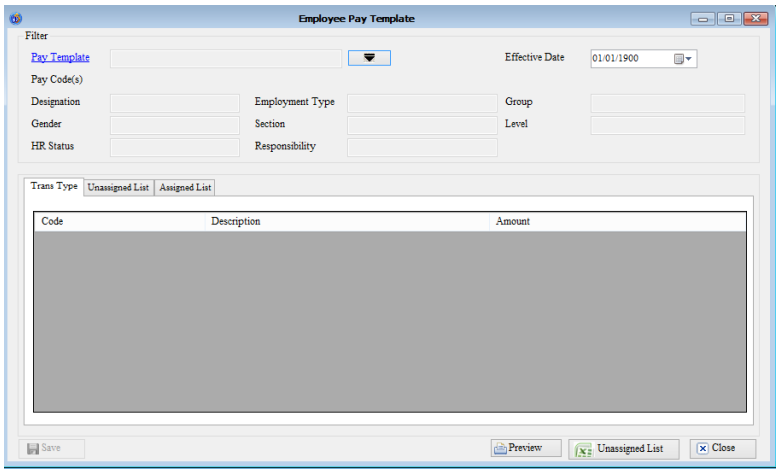


- You can view Assigned Pay Code at employee master of the employee under pay code tab of Pay Rate/ History tab.

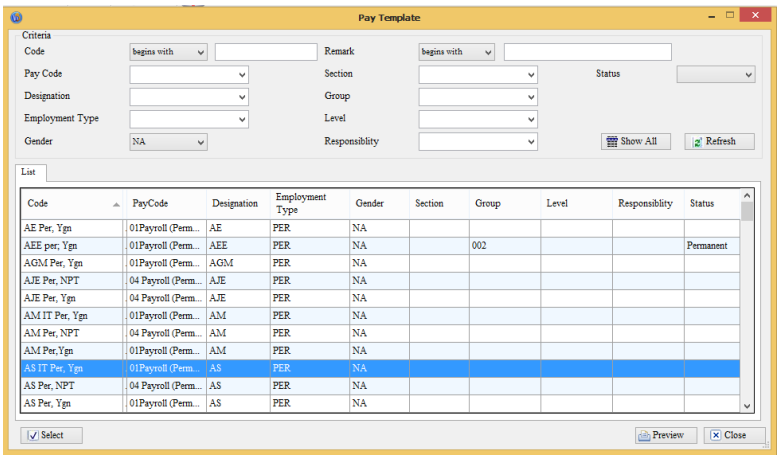


4) Assigning Pay Template (Employee များအား Pay Template များချမှတ်ခြင်း။)

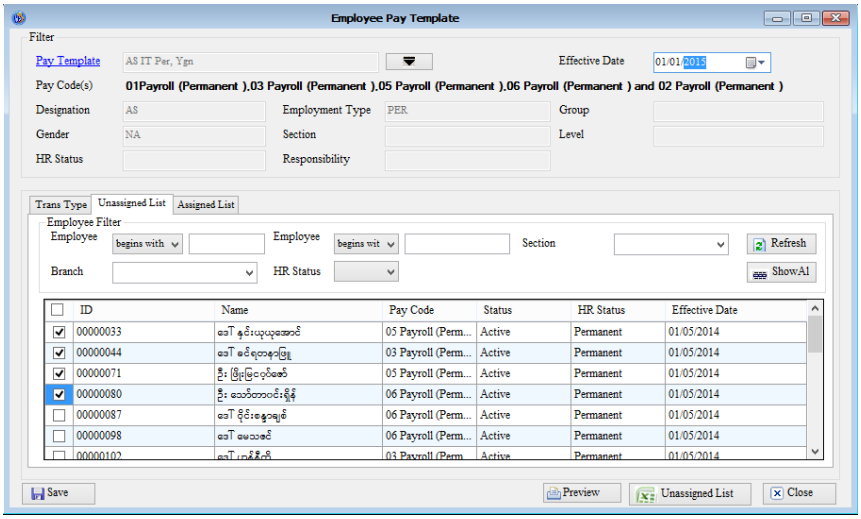
- Assigning Pay Template for the employee (Employee >> Employee Pay Template)



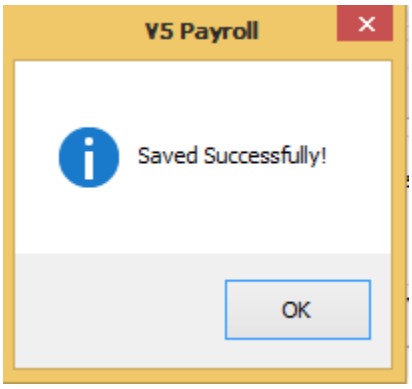
- Browse Pay Template which you want to assign Pay Template



- You can assign employee under Unassigned list
- Select employee who you want to assign selected Pay Template.
- Select or enter Effective Date for this assign of Pay Template.

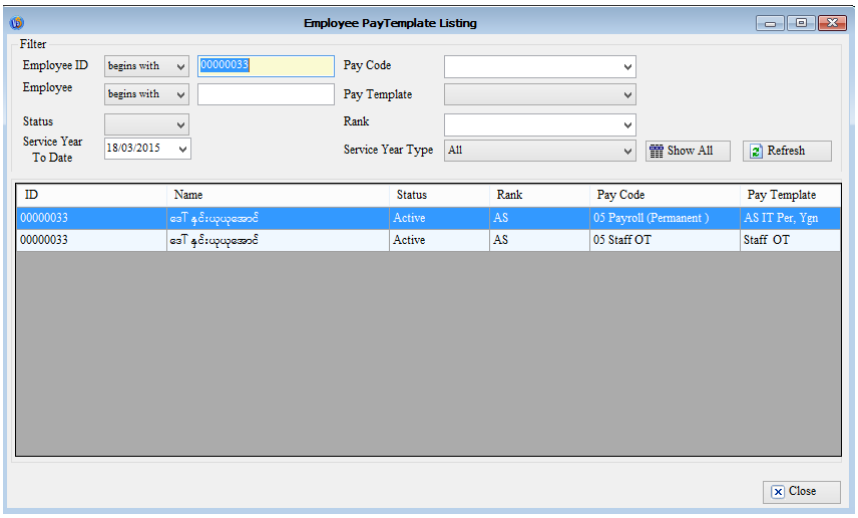


- Click Save



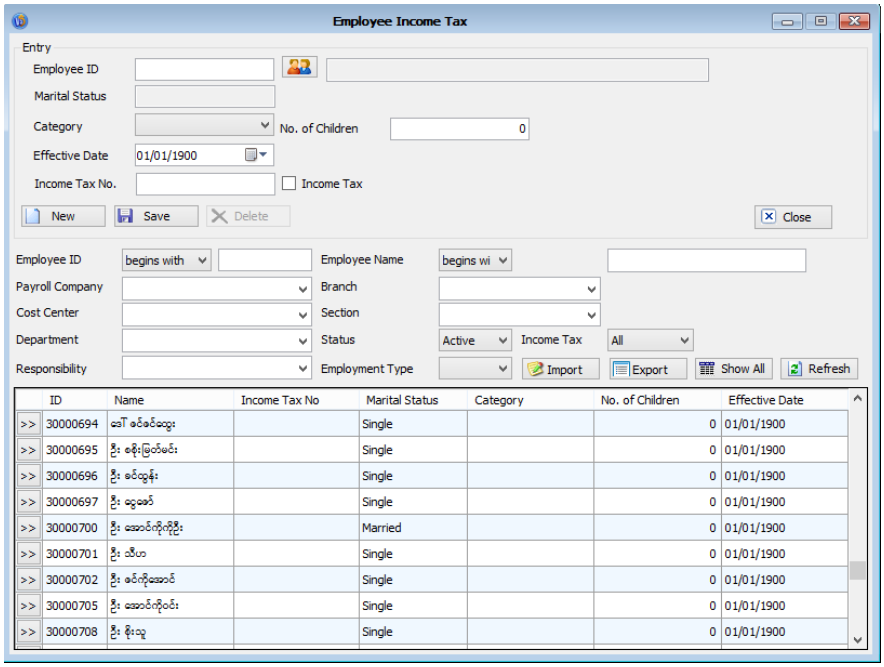
5) Checking Employee Pay Template (ချမှတ်ထားသော Pay Template စစ်ဆေးခြင်း။)

- Checking Assigned Pay Code and Pay Template under (Employee >> Employee Pay Template Listing)

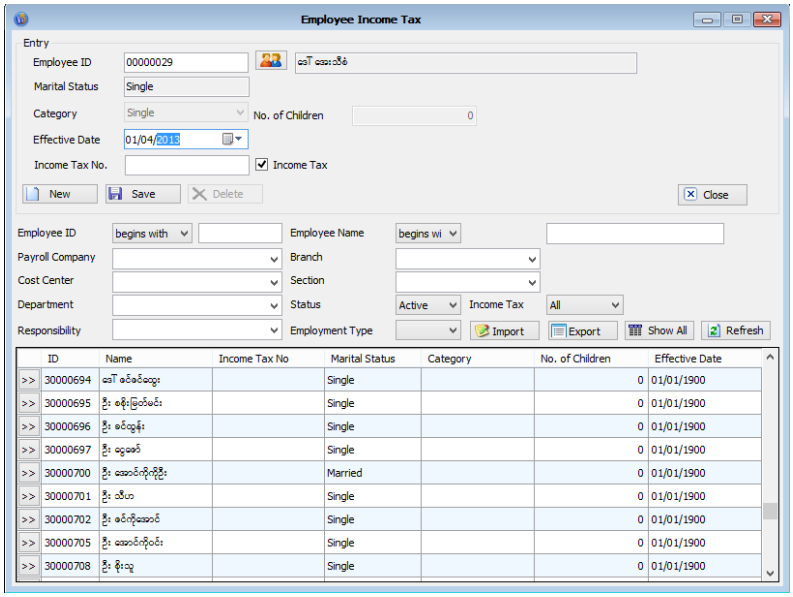


6) Inserting Employee Income Tax (Employee Income Tax Setup များထည့်သွင်းခြင်း။)

- Setting Employee Income Tax (Employee >> Employee Income Tax)

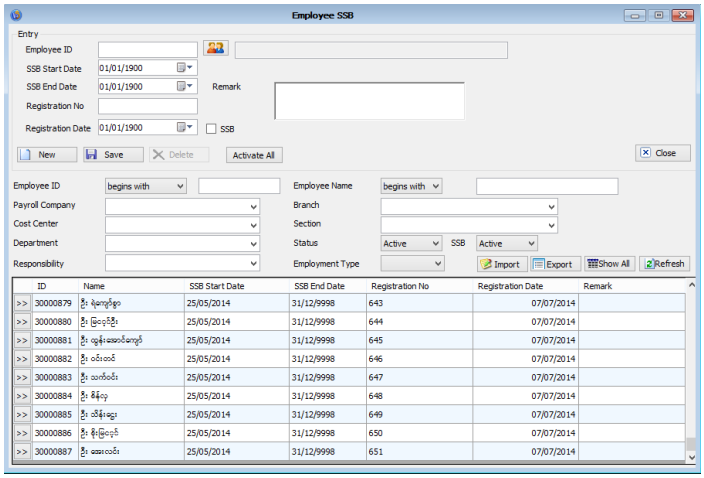


- Browse Employee who you want to configure.
- Enter employee income tax information
- Click Save

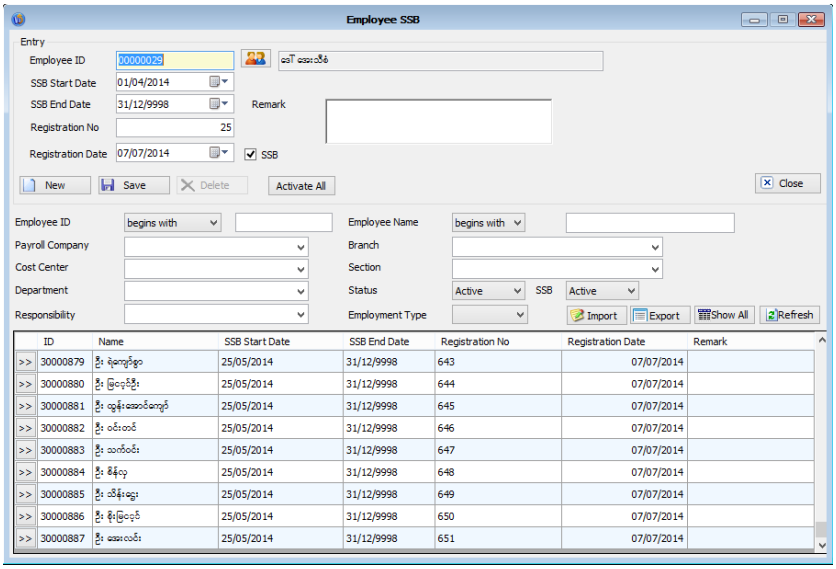


7) Inserting Employee SSB (Employee SSB Setup များထည့်သွင်းခြင်း။)

- Setting Employee SSB (Employee >> Employee SSB)

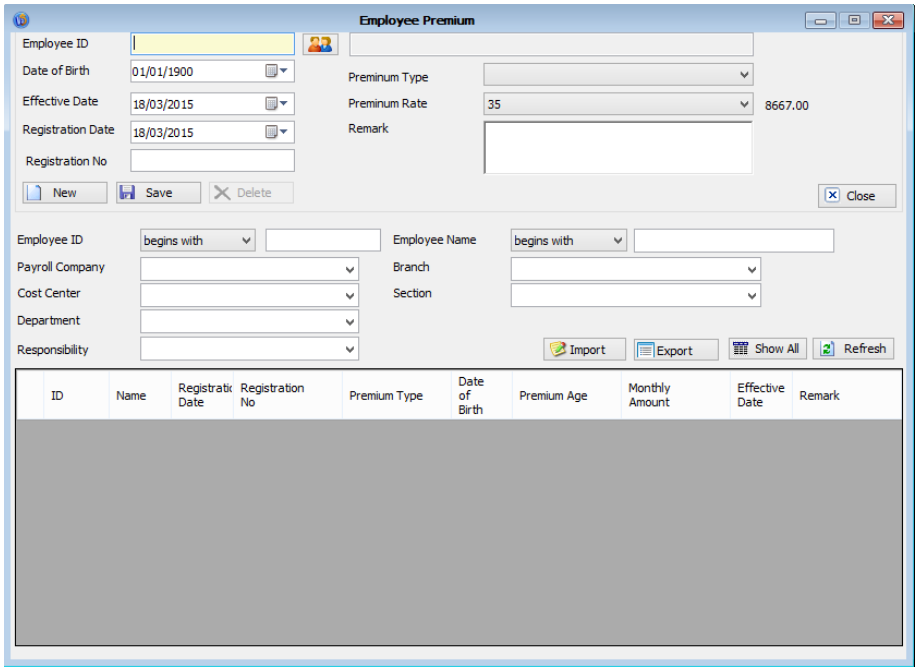


- Browse Employee who you want to configure.
- Enter employee income tax information
- Click Save

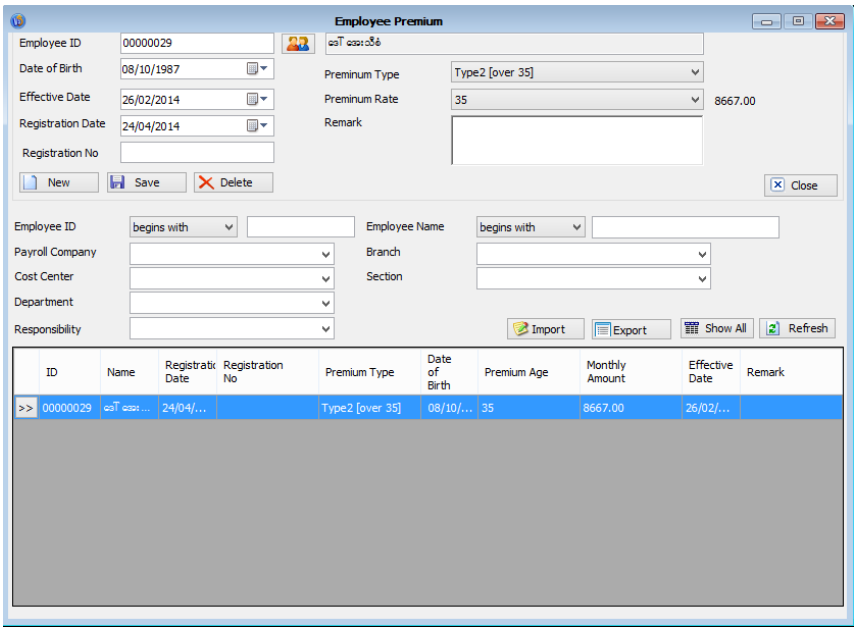


8) Inserting Employee Insurance (Employee Premium Insurance Setup များထည့်သွင်းခြင်း။)

- Setting Employee Insurance (Employee >> Employee Insurance)

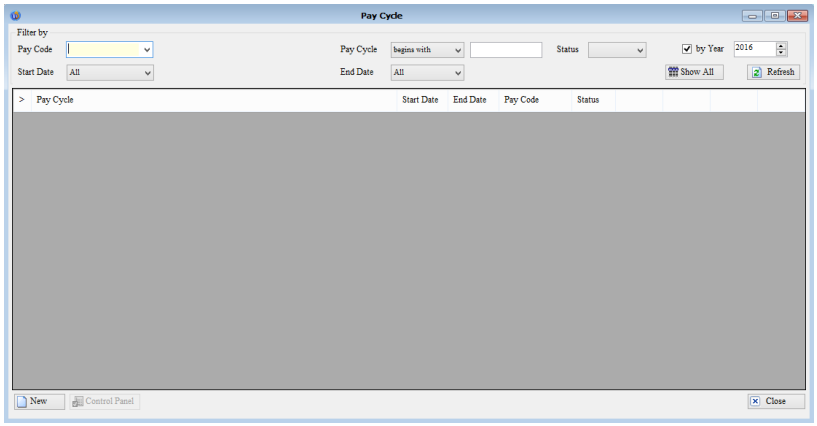


- Browse Employee who you want to configure.
- Enter employee insurance information (Premium Type, Premium Rate, Date of Birth, Effective Date and Registration No).
- Click Save

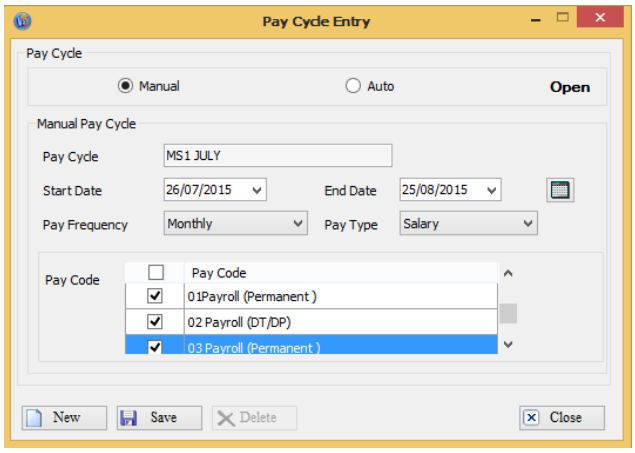


Transaction

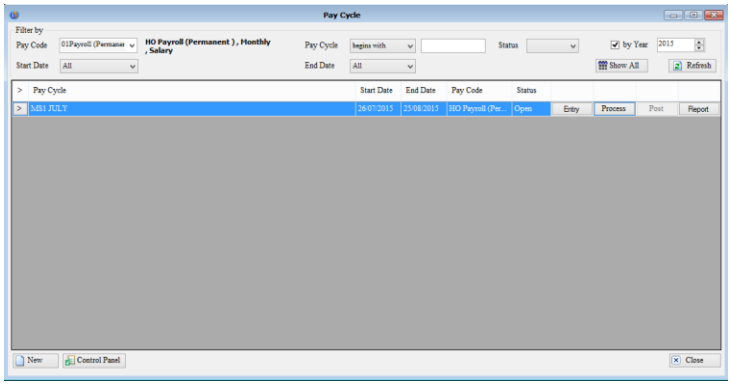
1) Creating Pay Cycle (Pay Cycle များထည့်သွင်းခြင်း။)
   - Creating Pay Cycle (Transaction >> Pay Cycle)



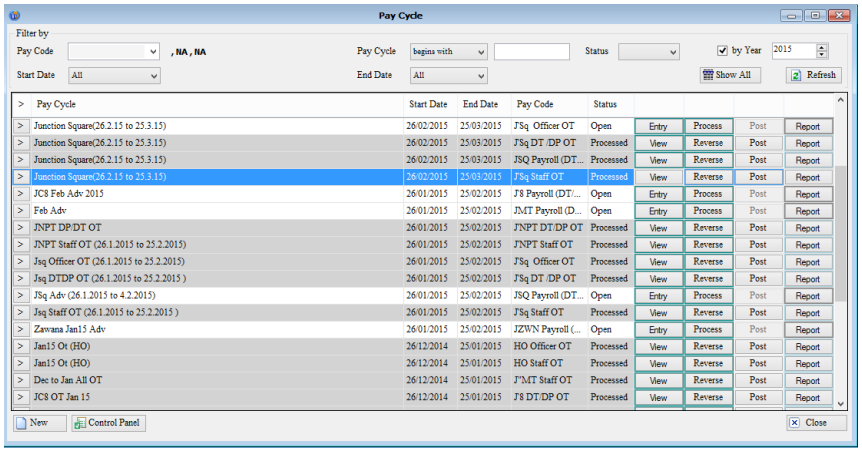
   - Click New button. Enter Pay Cycle information. Select Pay Code for this Pay Cycle and the click save button



- Pay Cycle List

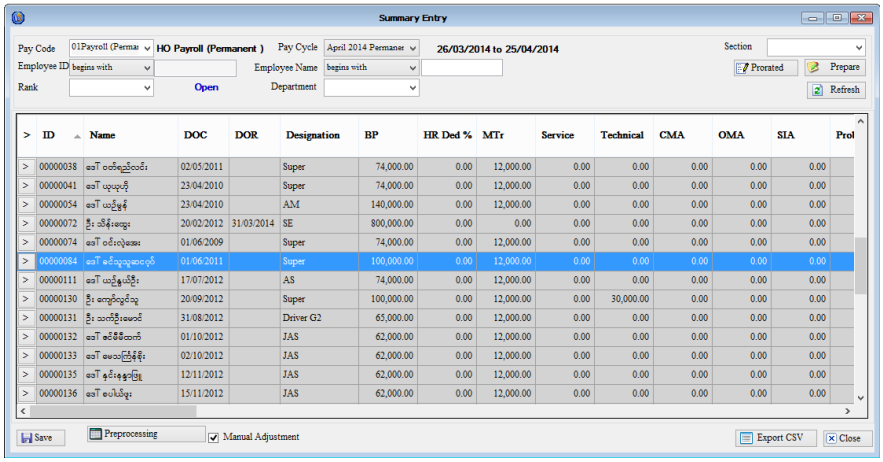


- Click Process button if you want to process (after processing detail and summary)
- Click Reverse button if you want to reverse (if pay cycle is already processed)
- Click View or Entry if you want to view or entry summary of this pay cycle.

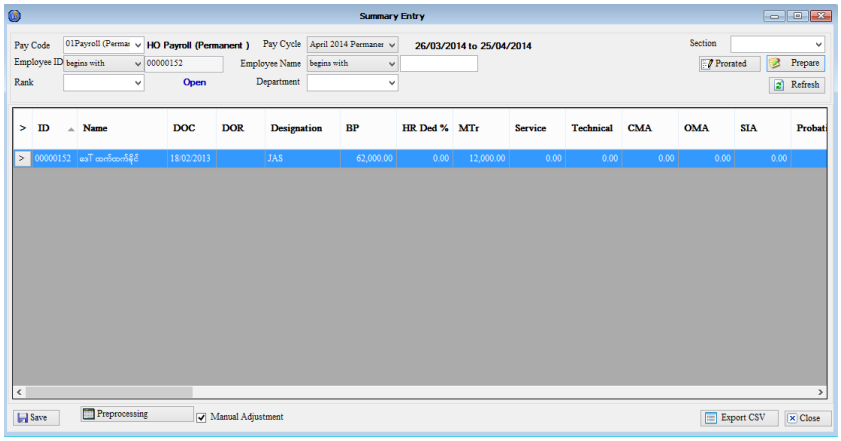


2) Summary Entry (Transaction Summary Data များထည့်သွင်းခြင်း။)

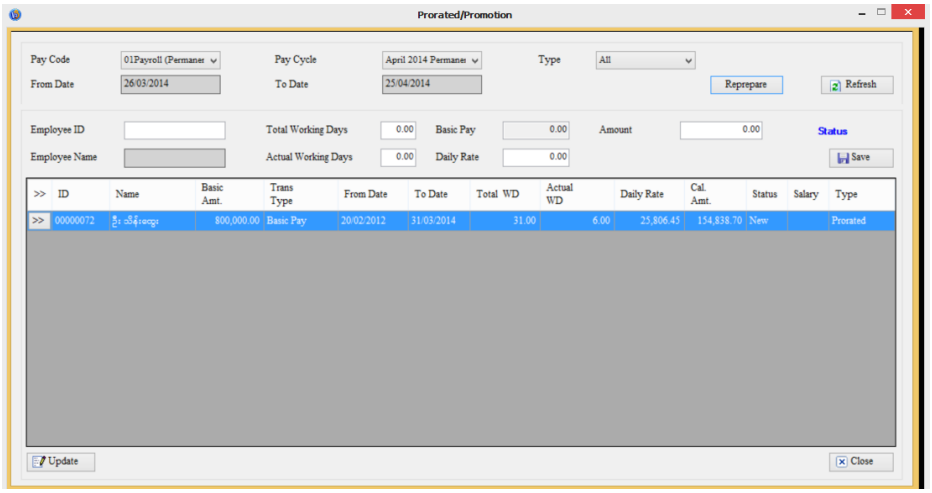
- Summary Entry (Transaction >> Summary Entry or entry of Pay Cycle)



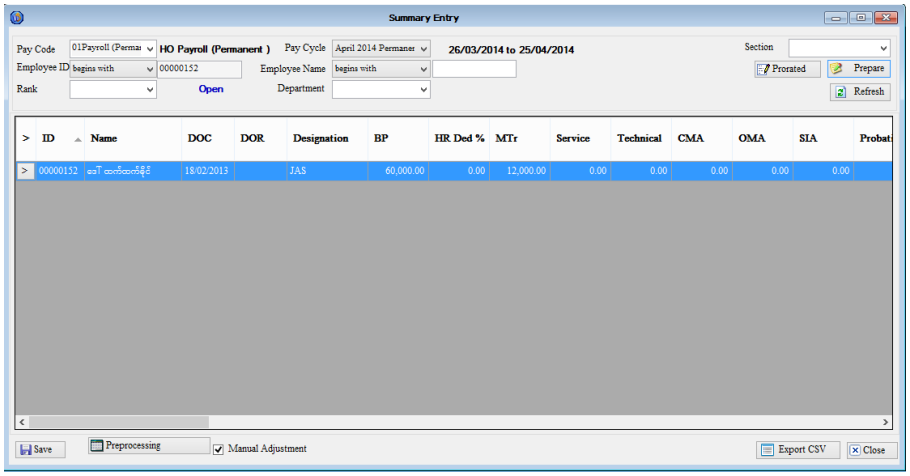
- Click Prepare button to reset the summary amount (to cancel process tax and prorated)
- Click Prorated to prorated for the prorated employee (BP = 62000)



- Click Reprepare button to re-prepare for the prorated in this pay cycle and then click Update button to update prorated rate for the prorated trans types



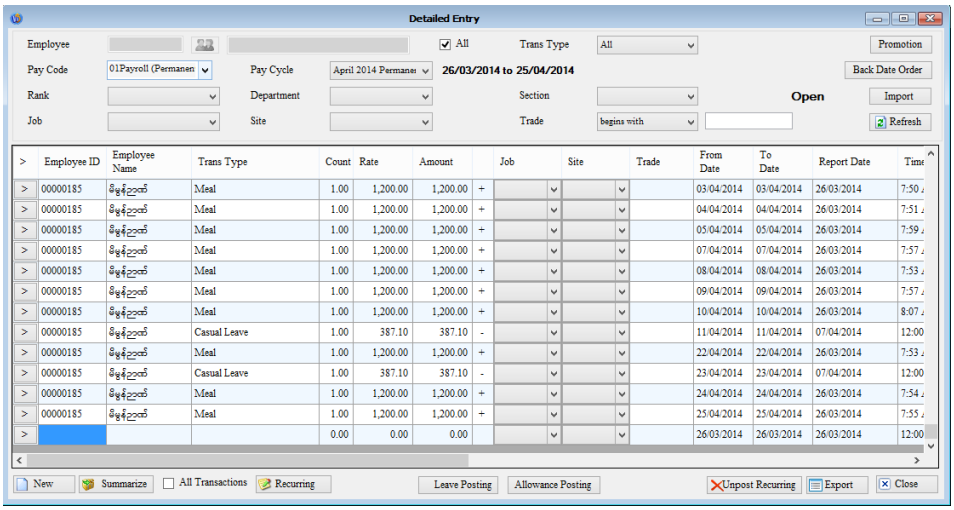
- After Prorated (BP = 60000)



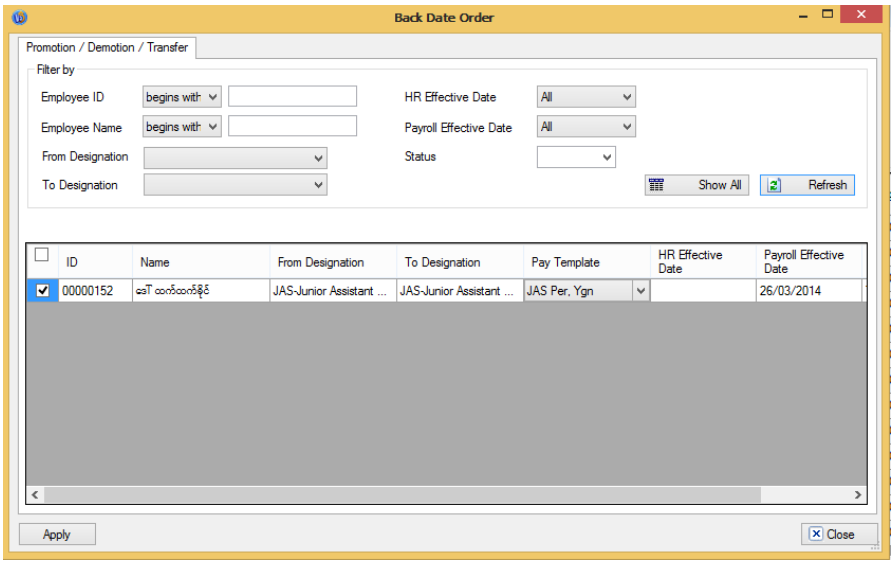
- Click Preprocessing to calculate Government Tax (income tax, SSB..)

3) Detail Entry (Transaction Detail Data များထည့်သွင်းခြင်း။)

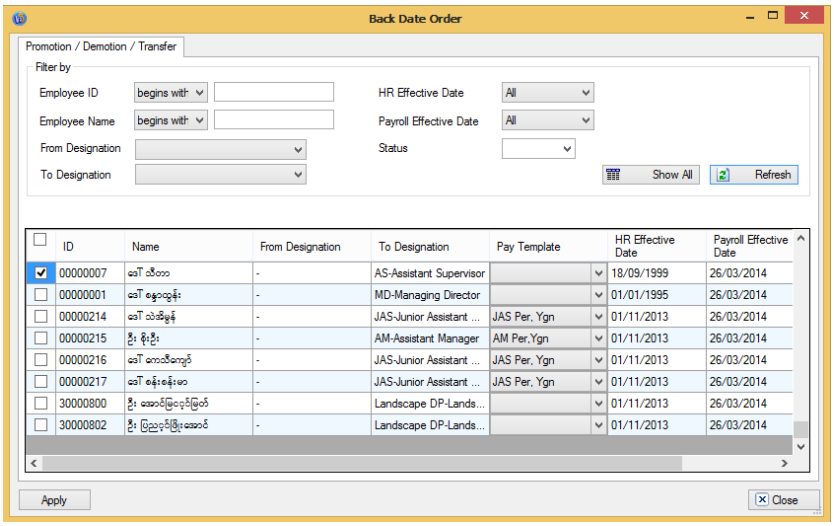
- Transaction >>Detail Entry (Allowance Posting, Leave posting, Recurring, DT/DP Posting)



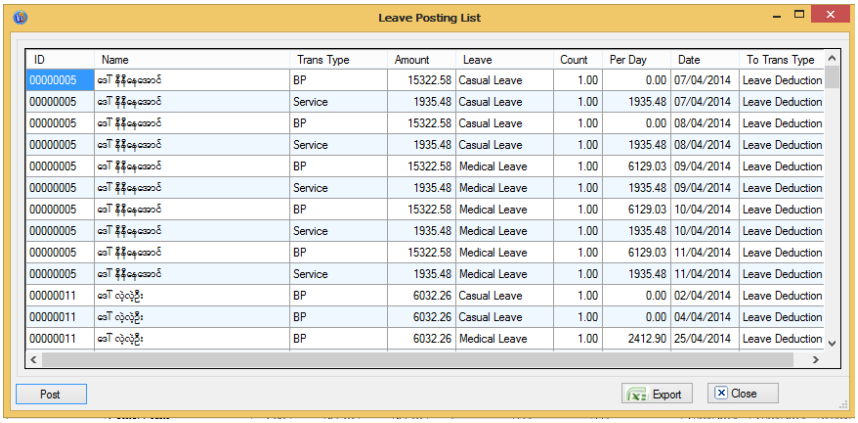
- Click Promotion to apply promotion employee and then click apply



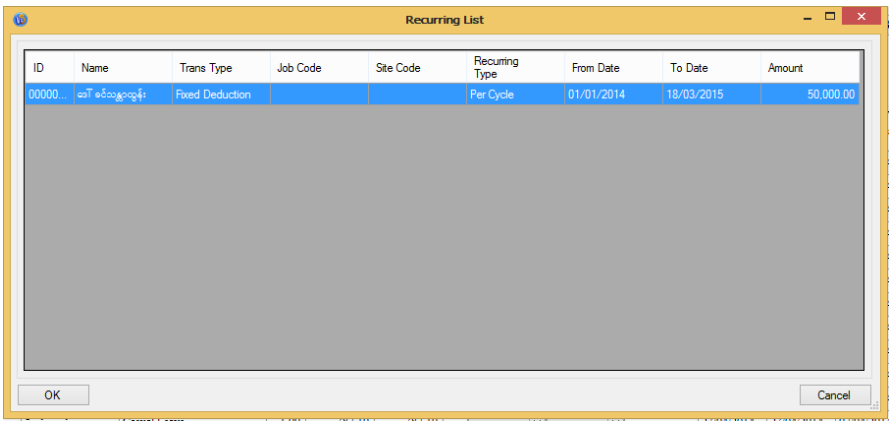
- Click Back Date Order to apply Back Date Order and then click apply button



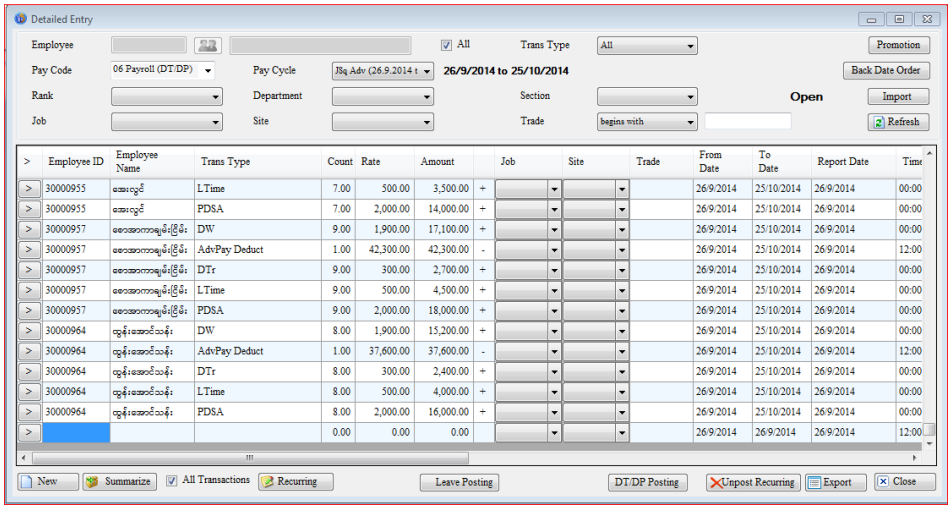
- Click Allowance Posting to post allowance
- Click Leave Posting to post leave deduction and the click Post


Leave Posting List
ID
Name
Trans Type
Amount
Leave
Count
Per Day
Date
To Trans Type
00000005 BP 15322.58 Casual Leave 1.00 0.00 07/04/2014 Leave Deduction
00000005 Service 1935.48 Casual Leave 1.00 1935.48 07/04/2014 Leave Deduction
00000005 BP 15322.58 Casual Leave 1.00 0.00 08/04/2014 Leave Deduction
00000005 Service 1935.48 Casual Leave 1.00 1935.48 08/04/2014 Leave Deduction
00000005 BP 15322.58 Medical Leave 1.00 6129.03 09/04/2014 Leave Deduction
00000005 Service 1935.48 Medical Leave 1.00 1935.48 09/04/2014 Leave Deduction
00000005 BP 15322.58 Medical Leave 1.00 6129.03 10/04/2014 Leave Deduction
00000005 Service 1935.48 Medical Leave 1.00 1935.48 10/04/2014 Leave Deduction
00000005 BP 15322.58 Medical Leave 1.00 6129.03 11/04/2014 Leave Deduction
00000005 Service 1935.48 Medical Leave 1.00 1935.48 11/04/2014 Leave Deduction
00000011 BP 6032.26 Casual Leave 1.00 0.00 02/04/2014 Leave Deduction
00000011 BP 6032.26 Casual Leave 1.00 0.00 04/04/2014 Leave Deduction
00000011 BP 6032.26 Medical Leave 1.00 2412.90 25/04/2014 Leave Deduction
Post
Export
Close

- Click Recurring to post recurring transaction. Click Yes to post recurring, click yes to view recurring list and then Ok button to post recurring.

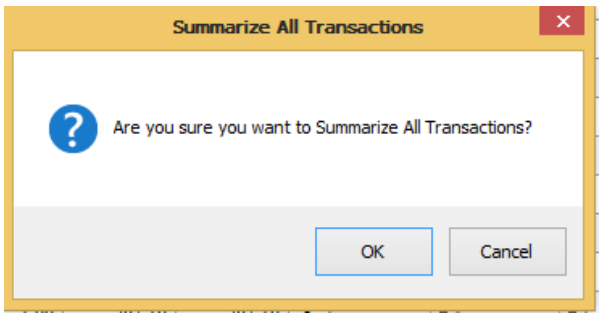


- Click DT/DP Posting if (Pay Code Type is DT/DP)

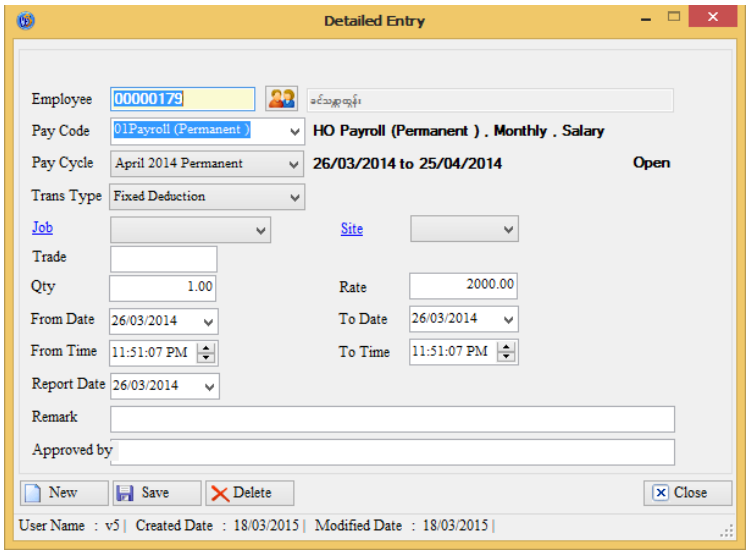


- Click New button add new detail entry for the selected pay code and pay cycle. Enter detail information and then click save.

- Click Summary after check All Transaction to summarize to summary Entry.

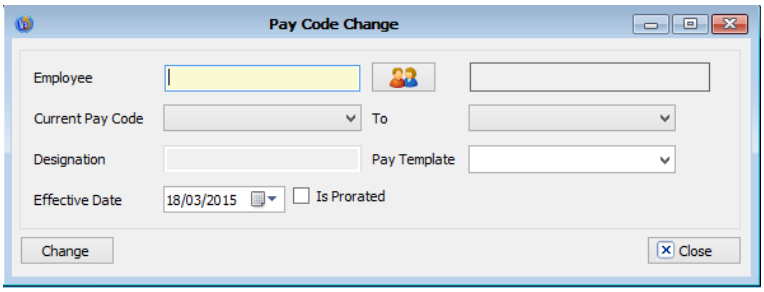


Click ok to summarize

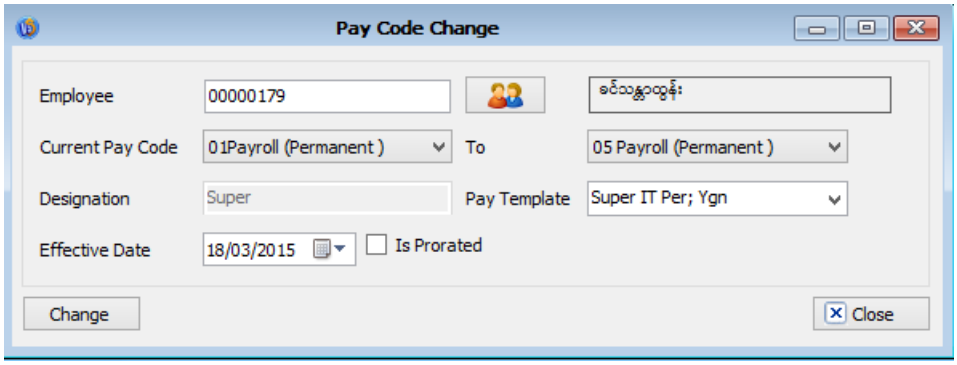


4) Changing Pay Code (Pay Code များပြောင်လဲသကဲ့မှတ်ခြင်း။)

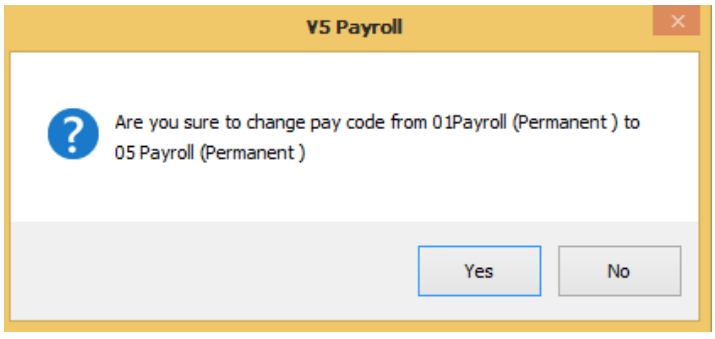
- Changing Pay Code (Transaction >> Pay Code Change)



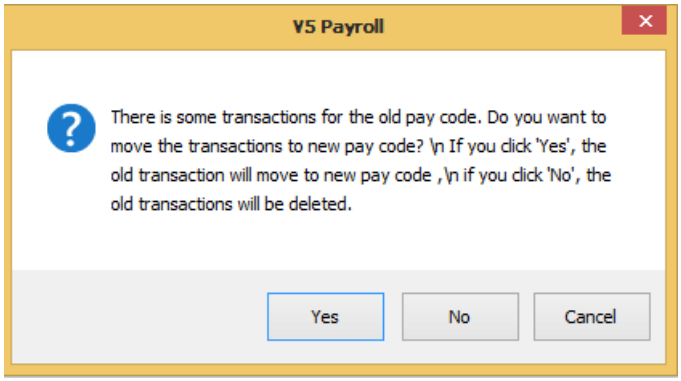
- Browse or enter employee.
- Select Current Pay Code and Select To pay code
- Select Pay Template.
- Enter or select effective date.
- Check **Is Prorated** if you want to prorate for this pay code change and then click Change button.

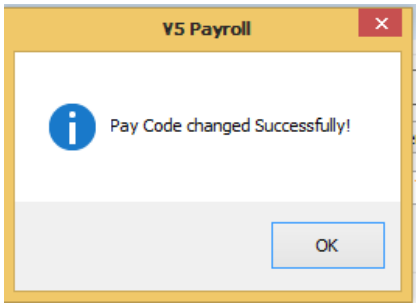


- Click Yes if you want to change



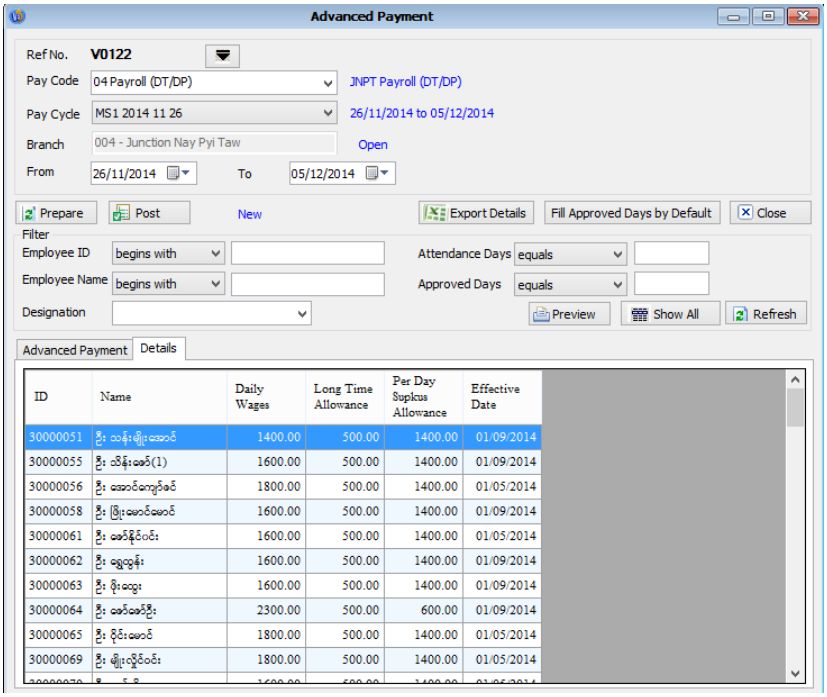
- Click Yes if you want to move or No if you don't want or Cancel if don't anything


V5 Payroll
There is some transactions for the old pay code. Do you want to move the transactions to new pay code? \n If you click 'Yes', the old transaction will move to new pay code ,\n if you click 'No', the old transactions will be deleted.
Yes
No
Cancel



- You can check assigned pay code pay template at Employee Pay Template Listing.

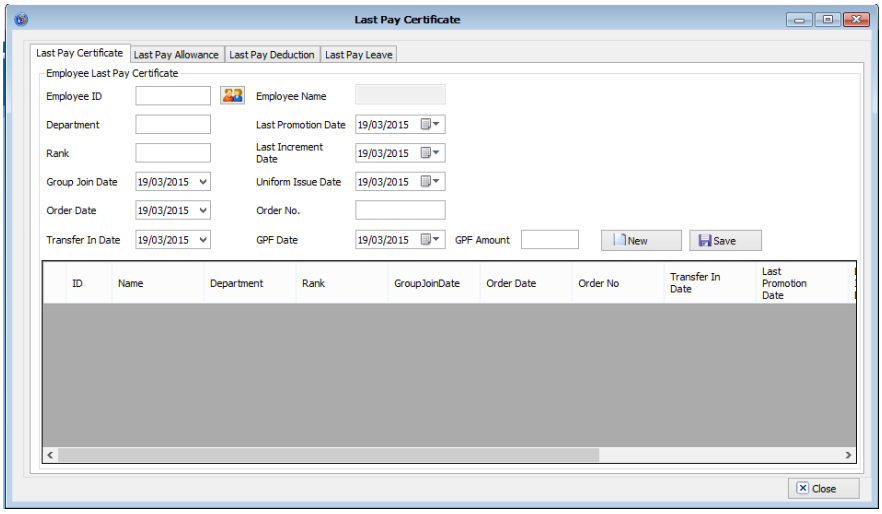
5) Advance Payment (Advanced Payment များတွက်ချက်ခြင်း။)
   - Advance pay (Transaction >> Advance Payment)



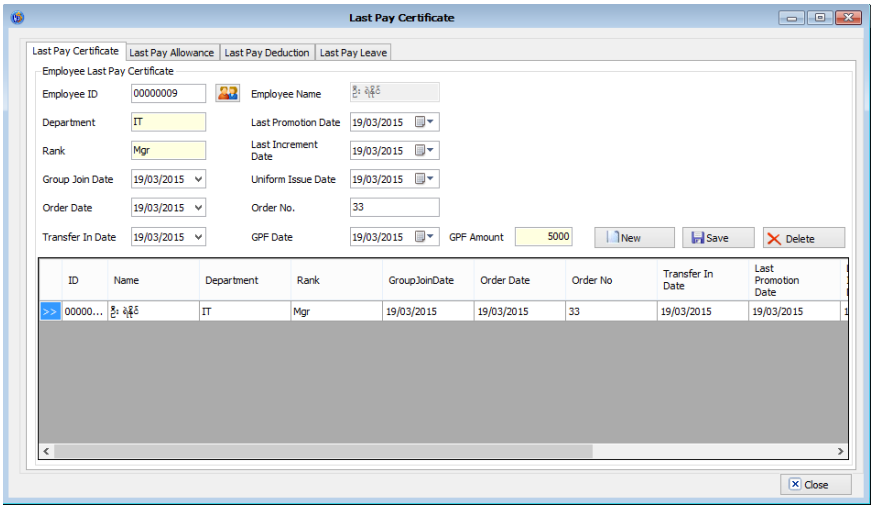
- Select Pay Code and Pay Cycle
- Enter or select From date and To date (you want to pay as advance)
- Click Prepare button to prepare amount for the advanced pay.
- You can check detail advanced pay under Detail tab and summary advanced pay under Advanced Payment tab.
- Click Fill Approved Days by Default after you confirm.
- Click Post if you confirm for this advanced pay.
- Click Reverse (already Posted advanced pay)

6) Last Pay Certificate (Employee's Last Pay များထည့်သွင်းခြင်း။)

- Transaction >> Last Pay Certificate

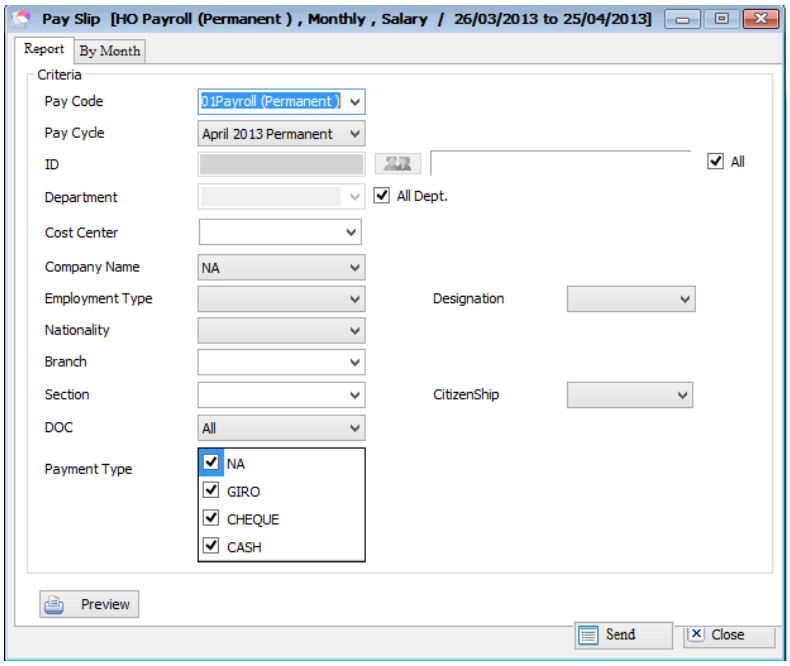


- Browse employee
- Enter Last pay, last pay allowance, last pay deduction and Last pay leave
- And then click save button

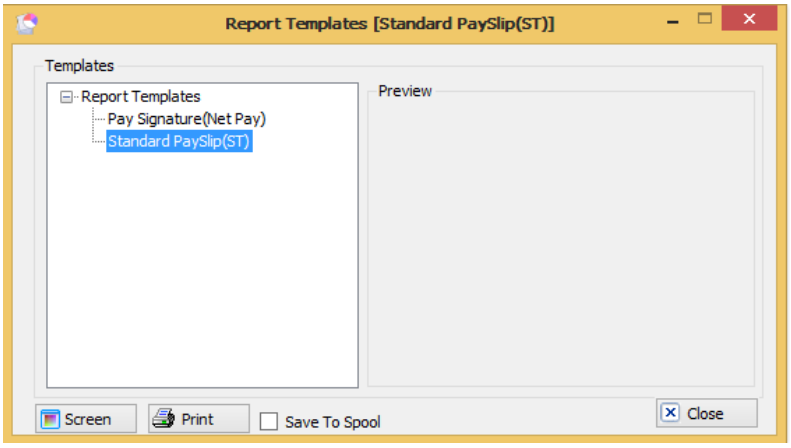


Report

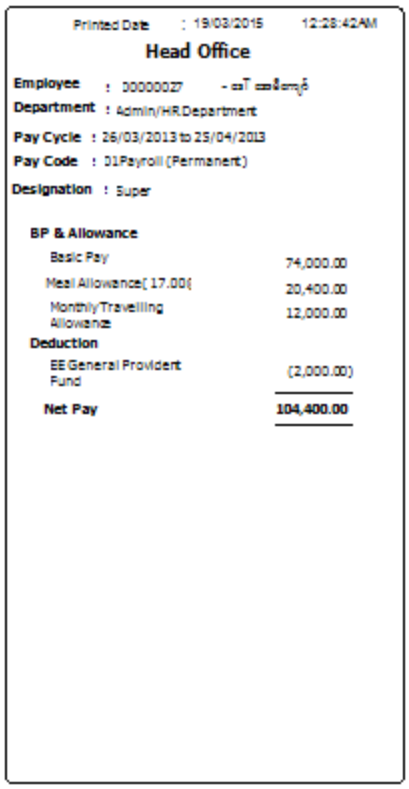
1) Reporting Pay Slip (Pay Slip report များထုတ်ယူခြင်း။)
   - Report >> Payroll >> Pay Slip



- select report template



- Click Screen button or double click on report template you want to report.



Printed Date : 19/03/2015 12:28:42AM

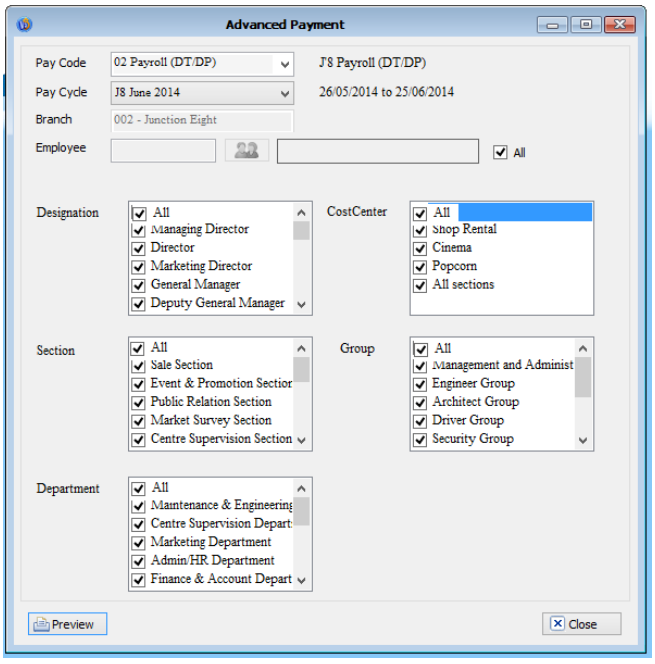
Head Office

Employee : 0000027 - ေဇာ ေအးမာကုိ
Department : Admin/HR Department
Pay Cycle : 26/03/2013 to 25/04/2013
Pay Code : 01Payroll (Permanent)
Designation : Super

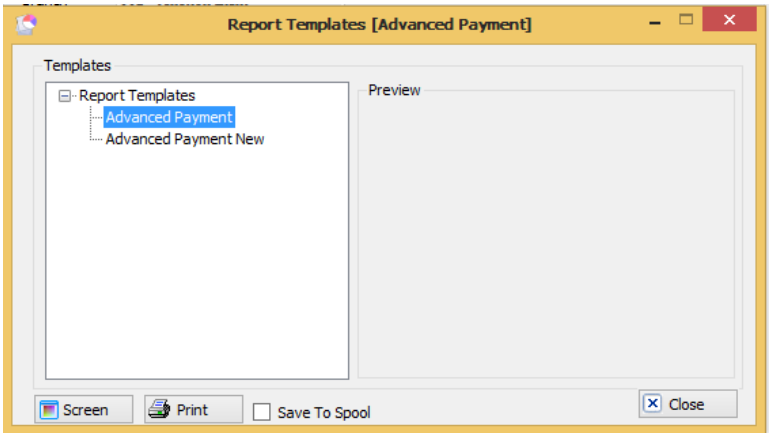
BP & Allowance	
Basic Pay	74,000.00
Meal Allowance(17.00(	20,400.00
Monthly Travelling Allowance	12,000.00
Deduction	
EE General Provident Fund	(2,000.00)
Net Pay	**104,400.00**

2) Reporting Advanced Payment (Advanced Payment report မ်ားထုတ်ယူျခင္း။)

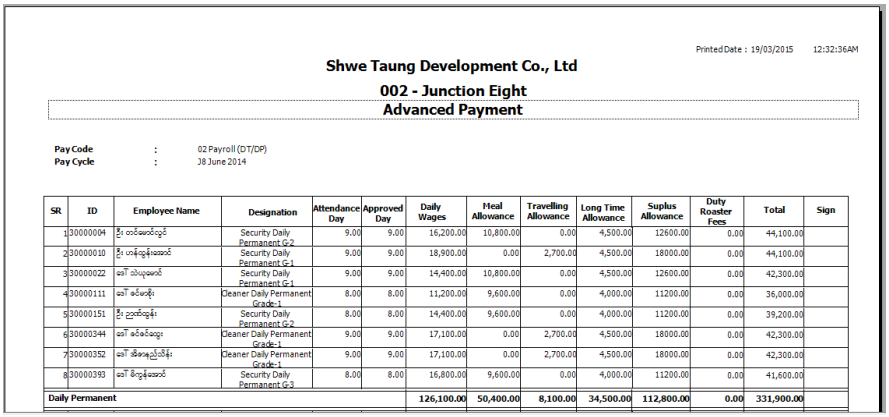
- Advanced Payment Report (Report >> Payroll >> Advanced Payment)



- Click Preview button



- Select report template and then click screen button



Printed Date : 19/03/2015 12:32:36AM

Shwe Taung Development Co., Ltd

002 - Junction Eight

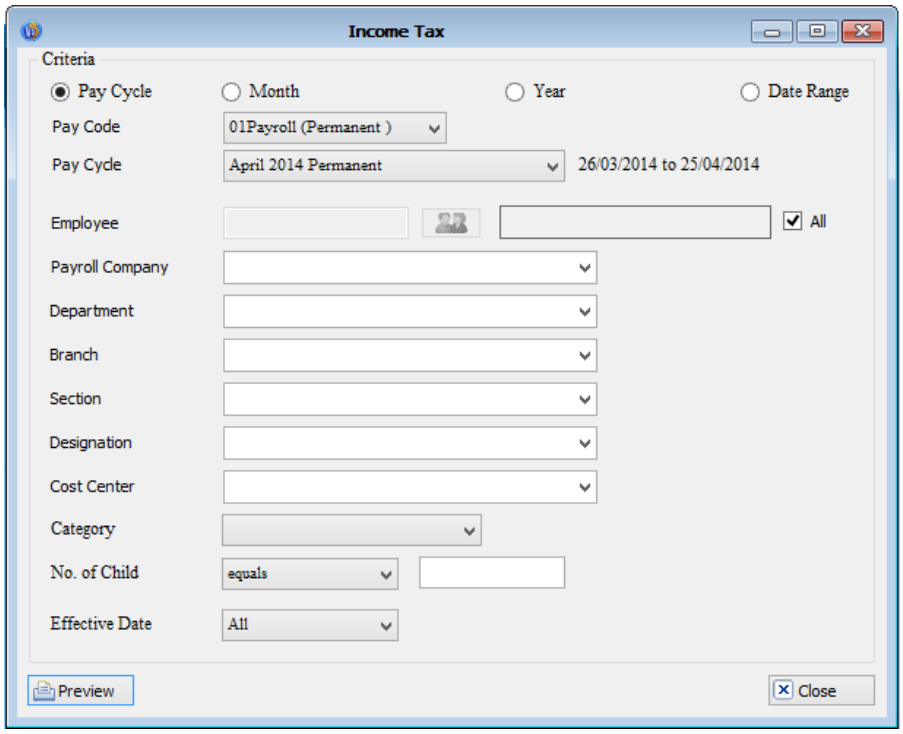
Advanced Payment

Pay Code : 02 Payroll (DT/DP)
Pay Cycle : 18 June 2014

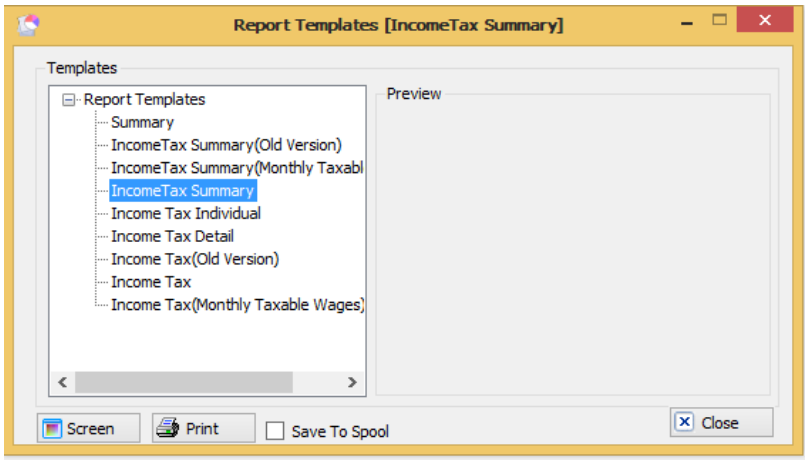
SR	ID	Employee Name	Designation	Attendance Day	Approved Day	Daily Wages	Meal Allowance	Travelling Allowance	Long Time Allowance	Suplus Allowance	Duty Roaster Fees	Total	Sign
1	30000004	ဦး ဝင်းမော်လွင်	Security Daily Permanent G-2	9.00	9.00	16,200.00	10,800.00	0.00	4,500.00	12600.00	0.00	44,100.00	
2	30000010	ဦး ဟန်ဆွန်းအောင်	Security Daily Permanent G-1	9.00	9.00	18,900.00	0.00	2,700.00	4,500.00	18000.00	0.00	44,100.00	
3	30000022	ဒေါ် သဲယုမော်	Security Daily Permanent G-1	9.00	9.00	14,400.00	10,800.00	0.00	4,500.00	12600.00	0.00	42,300.00	
4	30000111	ဒေါ် စင်းတိုး	Cleaner Daily Permanent Grade-1	8.00	8.00	11,200.00	9,600.00	0.00	4,000.00	11200.00	0.00	36,000.00	
5	30000151	ဦး ဉာဏ်ဆွန်း	Security Daily Permanent G-2	8.00	8.00	14,400.00	9,600.00	0.00	4,000.00	11200.00	0.00	39,200.00	
6	30000344	ဒေါ် စင်ခင်ထွေး	Cleaner Daily Permanent Grade-1	9.00	9.00	17,100.00	0.00	2,700.00	4,500.00	18000.00	0.00	42,300.00	
7	30000352	ဒေါ် အိခေးမည်သိန်း	Cleaner Daily Permanent Grade-1	9.00	9.00	17,100.00	0.00	2,700.00	4,500.00	18000.00	0.00	42,300.00	
8	30000393	ဒေါ် စီဘွန်အောင်	Security Daily Permanent G-3	8.00	8.00	16,800.00	9,600.00	0.00	4,000.00	11200.00	0.00	41,600.00	
Daily Permanent						**126,100.00**	**50,400.00**	**8,100.00**	**34,500.00**	**112,800.00**	**0.00**	**331,900.00**	

3) Reporting Income Tax (Income Tax report များထုတ်ယူခြင်း။)

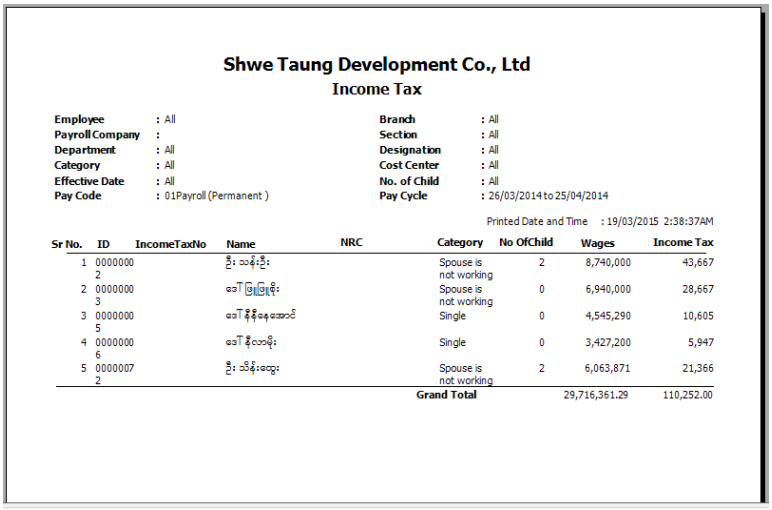
- Income tax report (Report >> Payroll >> Income Tax)



- Click Preview button



- Select report template you want to report and click screen button



Shwe Taung Development Co., Ltd

Income Tax

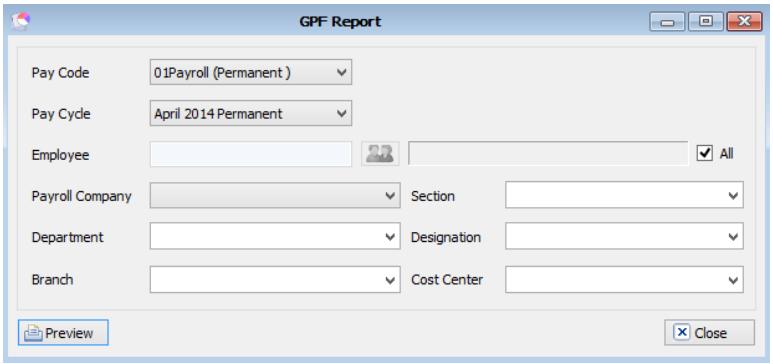
Employee	: All	**Branch**	: All
Payroll Company	:	**Section**	: All
Department	: All	**Designation**	: All
Category	: All	**Cost Center**	: All
Effective Date	: All	**No. of Child**	: All
Pay Code	: 01Payroll (Permanent)	**Pay Cycle**	: 26/03/2014 to 25/04/2014

Printed Date and Time : 19/03/2015 2:38:37AM

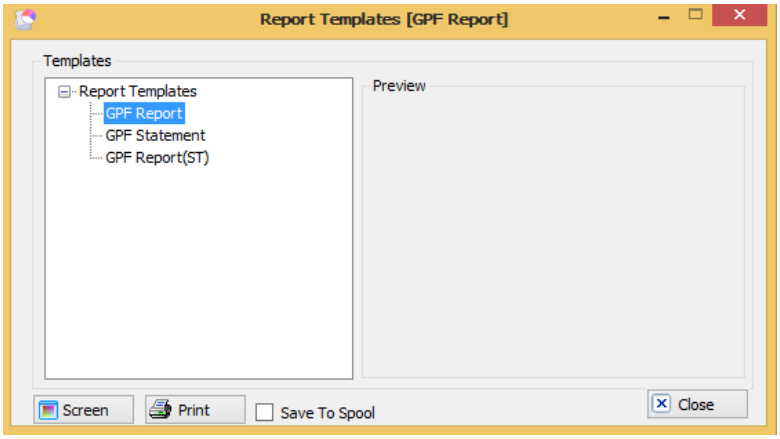
Sr No.	ID	IncomeTaxNo	Name	NRC	Category	No OfChild	Wages	Income Tax
1	00000002		ဦး သန်းဦး		Spouse is not working	2	8,740,000	43,667
2	00000003		ဒေါ်ဖြူဖြူစိုး		Spouse is not working	0	6,940,000	28,667
3	00000005		ဒေါ်နီနီဇင်ဆောင်		Single	0	4,545,290	10,605
4	00000006		ဒေါ်နီလာမိုး		Single	0	3,427,200	5,947
5	00000072		ဦး သိန်းထွန်း		Spouse is not working	2	6,063,871	21,366
					Grand Total		29,716,361.29	110,252.00

4) Reporting GPF (GPF report များထုတ်ယူခြင်း။)

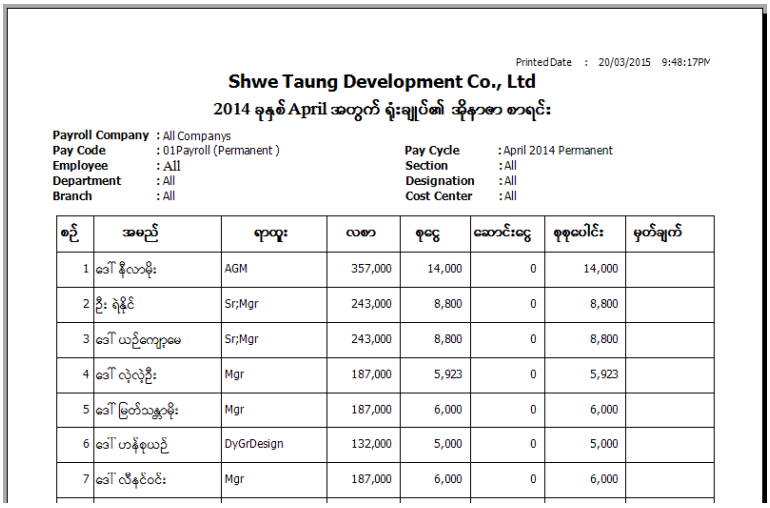
- GPF Report (Report >> Payroll >> GPF)



- Click preview button



- Select report template and then click screen button



Printed Date : 20/03/2015 9:48:17PM

Shwe Taung Development Co., Ltd

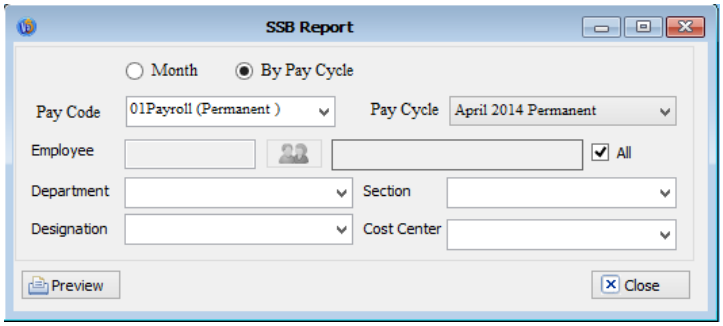
2014 ခုနှစ် April အတွက် ရုံးချုပ်၏ အိုနာဟော စာရင်း

Payroll Company : All Companys
Pay Code : 01Payroll (Permanent)
Employee : All
Department : All
Branch : All
Pay Cycle : April 2014 Permanent
Section : All
Designation : All
Cost Center : All

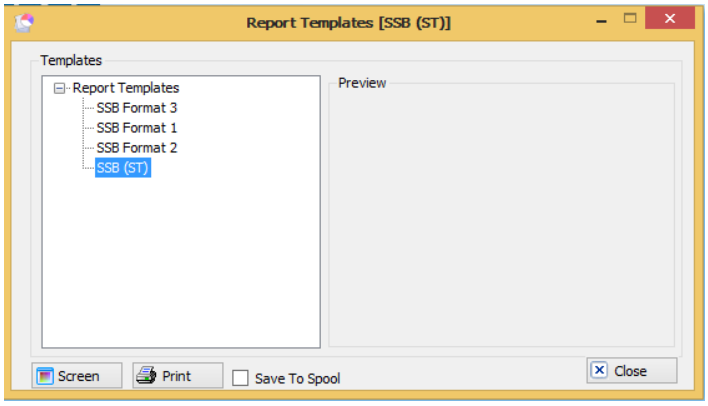
စဉ်	အမည်	ရာထူး	လစာ	စုငွေ	ဆောင်းငွေ	စုစုပေါင်း	မှတ်ချက်
1	ခေါ် နီလာမိုး	AGM	357,000	14,000	0	14,000	
2	ဦး ရဲနိုင်	Sr;Mgr	243,000	8,800	0	8,800	
3	ခေါ် ယဉ်ကျေးမေ	Sr;Mgr	243,000	8,800	0	8,800	
4	ခေါ် လဲ့လဲ့ဦး	Mgr	187,000	5,923	0	5,923	
5	ခေါ် မြတ်သန္တာမိုး	Mgr	187,000	6,000	0	6,000	
6	ခေါ် ဟန်စုယဉ်	DyGrDesign	132,000	5,000	0	5,000	
7	ခေါ် လီနင်ဝင်း	Mgr	187,000	6,000	0	6,000	

5) Reporting SSB (SSB report များထုတ်ယူခြင်း။)

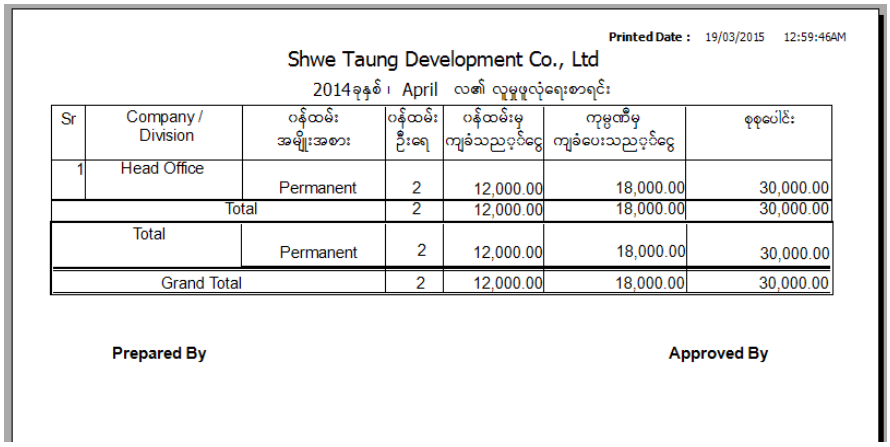
- SSB Report (Report >> Payroll >> SSB)



Click preview button



Select report template and then click screen button



Printed Date : 19/03/2015 12:59:46AM

Shwe Taung Development Co., Ltd

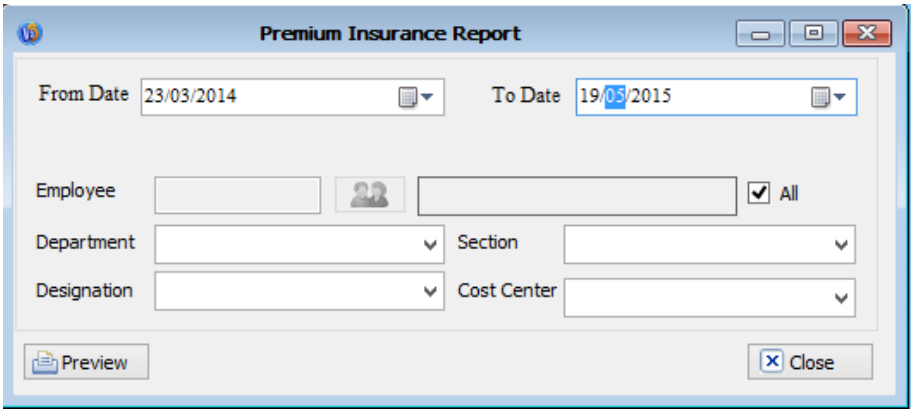
2014ခုနှစ် ၊ April လ၏ လူမှုဖူလုံရေးစာရင်း

Sr	Company / Division	ဝန်ထမ်း အမျိုးအစား	ဝန်ထမ်း ဦးရေ	ဝန်ထမ်းမှ ကျခံသည့်ငွေ	ကုမ္ပဏီမှ ကျခံပေးသည့်ငွေ	စုစုပေါင်း
1	Head Office	Permanent	2	12,000.00	18,000.00	30,000.00
Total			2	12,000.00	18,000.00	30,000.00
Total		Permanent	2	12,000.00	18,000.00	30,000.00
Grand Total			2	12,000.00	18,000.00	30,000.00

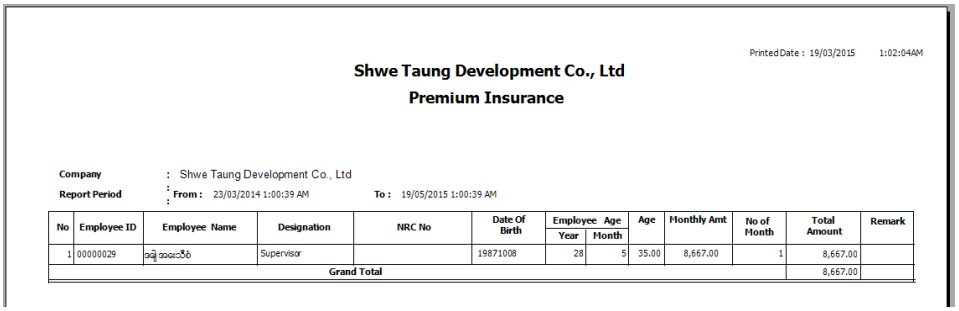
Prepared By Approved By

6) Reporting Insurance (Insurance report များထုတ်ယူခြင်း။)

- Insurance Report (Report >> Payroll >> Insurance)



Click preview button



Printed Date : 19/03/2015 1:02:04AM

Shwe Taung Development Co., Ltd

Premium Insurance

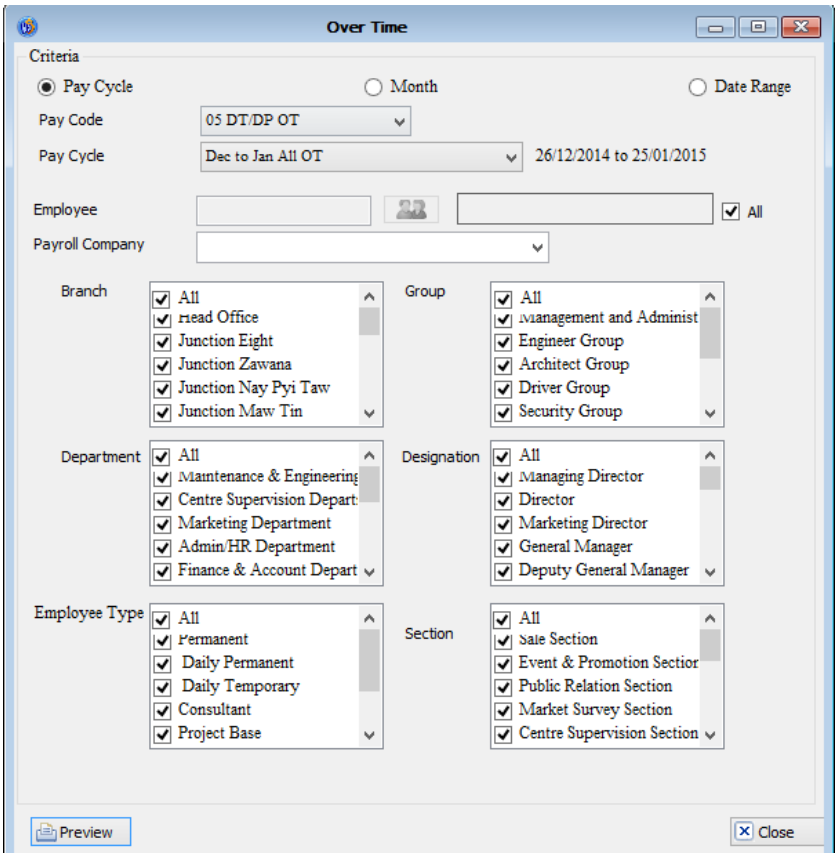
Company : Shwe Taung Development Co., Ltd

Report Period From : 23/03/2014 1:00:39 AM To : 19/05/2015 1:00:39 AM

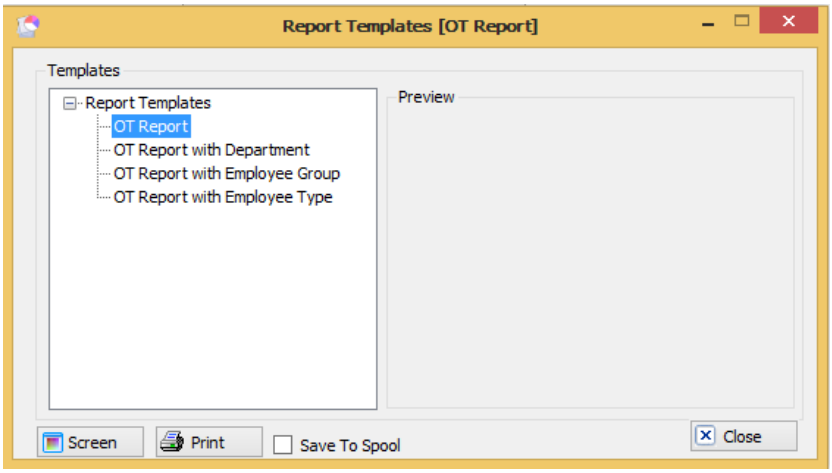
No	Employee ID	Employee Name	Designation	NRC No	Date Of Birth	Employee Age		Age	Monthly Amt	No of Month	Total Amount	Remark
						Year	Month					
1	00000029	ခရိုဇဆေးဝိစိ	Supervisor		19871008	28	5	35.00	8,667.00	1	8,667.00	
Grand Total											8,667.00	

7) Reporting Overtime (Overtime report များထုတ်ယူခြင်း။)

- Overtime Report (Report >> Payroll >> Overtime)

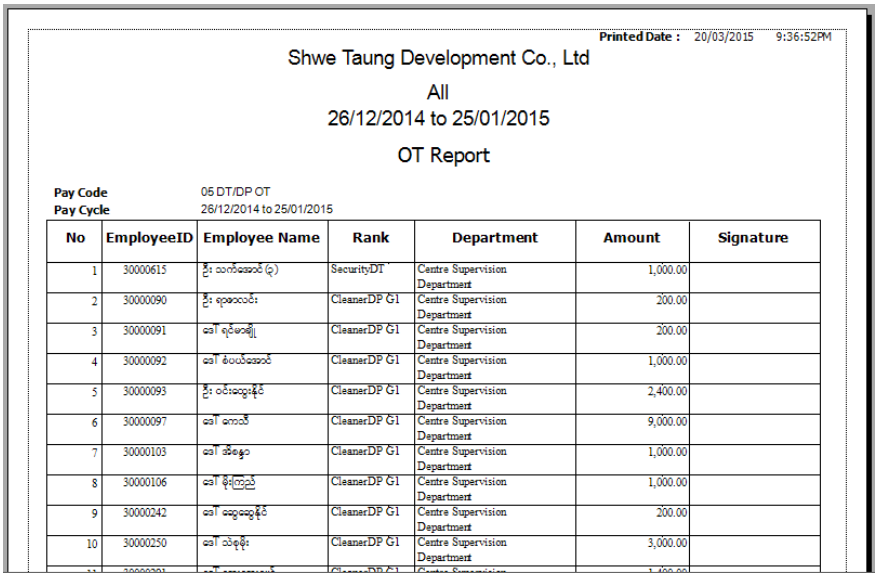


- Click preview button



- Select report template and then click screen button

V5 Payroll User Manual



Printed Date : 20/03/2015 9:36:52PM

Shwe Taung Development Co., Ltd

All

26/12/2014 to 25/01/2015

OT Report

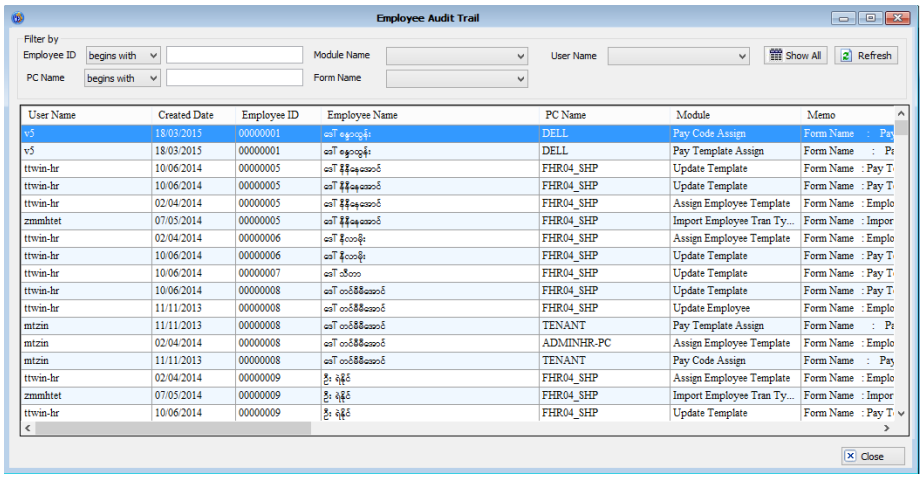
Pay Code 05 DT/DP OT

Pay Cycle 26/12/2014 to 25/01/2015

No	EmployeeID	Employee Name	Rank	Department	Amount	Signature
1	30000615	မြီး သက်အောင် (၃)	SecurityDT	Centre Supervision Department	1,000.00	
2	30000090	မြီး ရာဇသင်း	CleanerDP G1	Centre Supervision Department	200.00	
3	30000091	ခေါ် ရင်မာချို	CleanerDP G1	Centre Supervision Department	200.00	
4	30000092	ခေါ် စံဝယ်အောင်	CleanerDP G1	Centre Supervision Department	1,000.00	
5	30000093	မြီး ဝင်းထွန်ဦ	CleanerDP G1	Centre Supervision Department	2,400.00	
6	30000097	ခေါ် ကလေ	CleanerDP G1	Centre Supervision Department	9,000.00	
7	30000103	ခေါ် အိစန္ဒာ	CleanerDP G1	Centre Supervision Department	1,000.00	
8	30000106	ခေါ် မိုးကြည်	CleanerDP G1	Centre Supervision Department	1,000.00	
9	30000242	ခေါ် ဆွေဆွေနိုင်	CleanerDP G1	Centre Supervision Department	200.00	
10	30000250	ခေါ် သဲစုမိုး	CleanerDP G1	Centre Supervision Department	3,000.00	

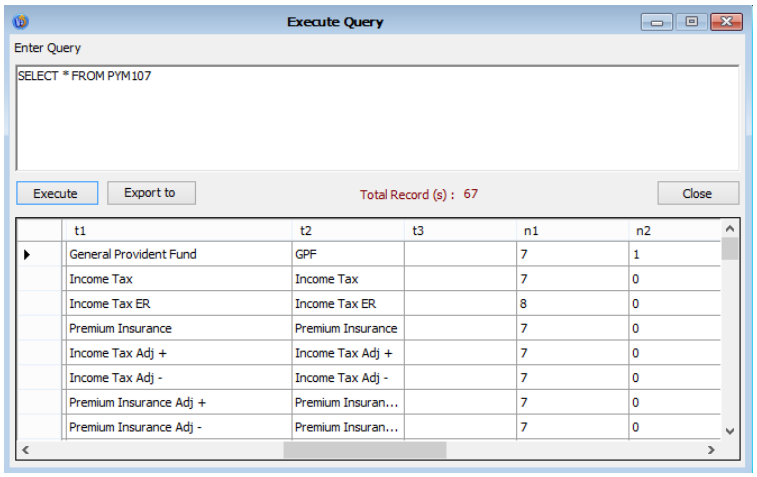
Tool

1) Employee Pay changes (Employee များ၏ Pay changes များအား ကြည့်ရှုစစ်ဆေးနိုင်သည်။)
   - Tool >> Employee Audit Trail ()

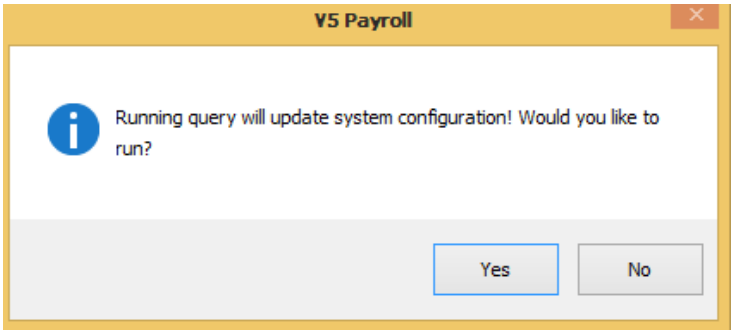


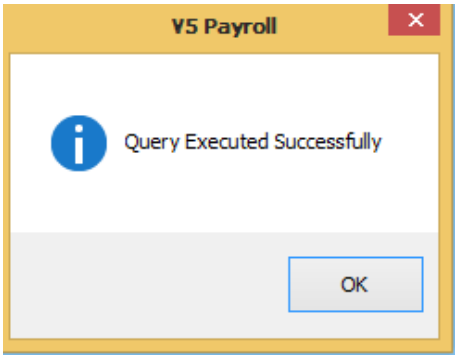
User Name	Created Date	Employee ID	Employee Name	PC Name	Module	Memo
v5	18/03/2015	00000001	ခေါ် ဇော်သူန်း	DELL	Pay Code Assign	Form Name : Pay
v5	18/03/2015	00000001	ခေါ် ဇော်သူန်း	DELL	Pay Template Assign	Form Name : Pa
ttwin-hr	10/06/2014	00000005	ခေါ် နီနီဇေအောင်	FHR04_SHP	Update Template	Form Name : Pay T
ttwin-hr	10/06/2014	00000005	ခေါ် နီနီဇေအောင်	FHR04_SHP	Update Template	Form Name : Pay T
ttwin-hr	02/04/2014	00000005	ခေါ် နီနီဇေအောင်	FHR04_SHP	Assign Employee Template	Form Name : Emplo
zmmhtet	07/05/2014	00000005	ခေါ် နီနီဇေအောင်	FHR04_SHP	Import Employee Tran Ty...	Form Name : Impor
ttwin-hr	02/04/2014	00000006	ခေါ် နီဝေဝိုး	FHR04_SHP	Assign Employee Template	Form Name : Emplo
ttwin-hr	10/06/2014	00000006	ခေါ် နီဝေဝိုး	FHR04_SHP	Update Template	Form Name : Pay T
ttwin-hr	10/06/2014	00000007	ခေါ် သီတာ	FHR04_SHP	Update Template	Form Name : Pay T
ttwin-hr	10/06/2014	00000008	ခေါ် တင်စိန်ဆောင်	FHR04_SHP	Update Template	Form Name : Pay T
ttwin-hr	11/11/2013	00000008	ခေါ် တင်စိန်ဆောင်	FHR04_SHP	Update Employee	Form Name : Emplo
mtzin	11/11/2013	00000008	ခေါ် တင်စိန်ဆောင်	TENANT	Pay Template Assign	Form Name : Pa
mtzin	02/04/2014	00000008	ခေါ် တင်စိန်ဆောင်	ADMINHR-PC	Assign Employee Template	Form Name : Emplo
mtzin	11/11/2013	00000008	ခေါ် တင်စိန်ဆောင်	TENANT	Pay Code Assign	Form Name : Pay
ttwin-hr	02/04/2014	00000009	မြီး ရဲနိုင်	FHR04_SHP	Assign Employee Template	Form Name : Emplo
zmmhtet	07/05/2014	00000009	မြီး ရဲနိုင်	FHR04_SHP	Import Employee Tran Ty...	Form Name : Impor
ttwin-hr	10/06/2014	00000009	မြီး ရဲနိုင်	FHR04_SHP	Update Template	Form Name : Pay T

2) Viewing Query (SQL query များ view ကြည့်ခြင်း။)
   - Tool >> Query Viewer ()
   - Enter query to execute
   - Click Execute button

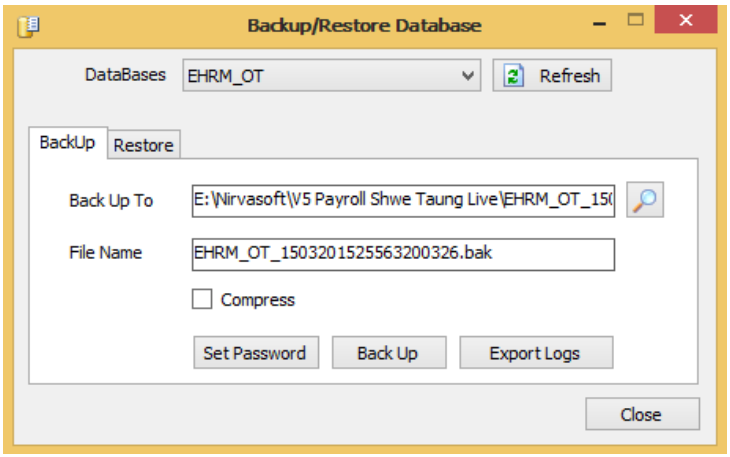

Execute Query
Enter Query
SELECT * FROM PYM107
Execute
Export to
Total Record (s) : 67
Close
t1 t2 t3 n1 n2
General Provident Fund GPF 7 1
Income Tax Income Tax 7 0
Income Tax ER Income Tax ER 8 0
Premium Insurance Premium Insurance 7 0
Income Tax Adj + Income Tax Adj + 7 0
Income Tax Adj - Income Tax Adj - 7 0
Premium Insurance Adj + Premium Insuran... 7 0
Premium Insurance Adj - Premium Insuran... 7 0

3) Running Query (SQL query များ run ခြင်း)
   - Query Runner (Tool >> Query Runner)
   - Click Yes button to run query (it will run Query.txt under C:\nirvasoft\V5 Payroll\Query\Query.txt)

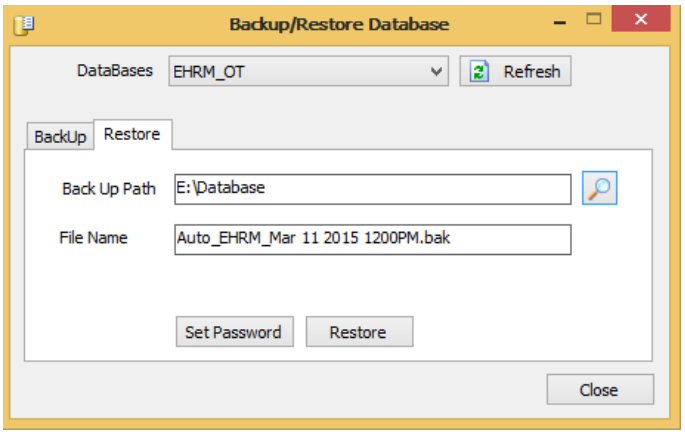




4) Maintaining Database (Database maintenance ပြုလုပ်ခြင်း။)
   - Tool >> System Maintenance
   - Back Database
   - Browser the location where to save data backup file.
   - Check Compress if you want to compress database backup file
   - Click backup

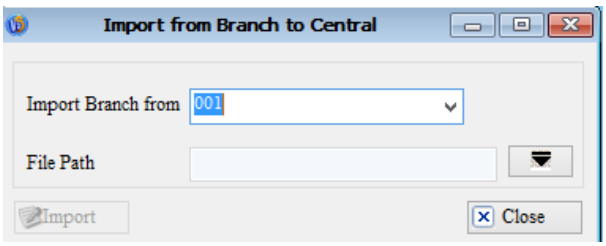


- Restore database backup
- Select backup file to restore
- Click restore button

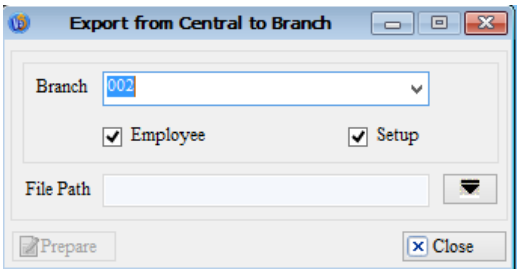


5) Data Import/Export (Attendance and Payroll Transaction များ Import/Export ချခြင်း။)

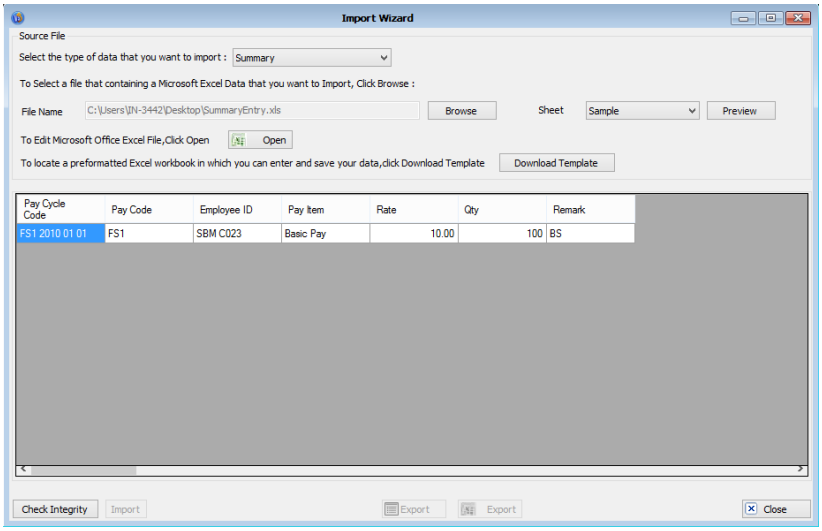
- Tool >> Data Import/Export ()
- Import from branch to central
- Select Import Branch form
- Select file to import and then click import button



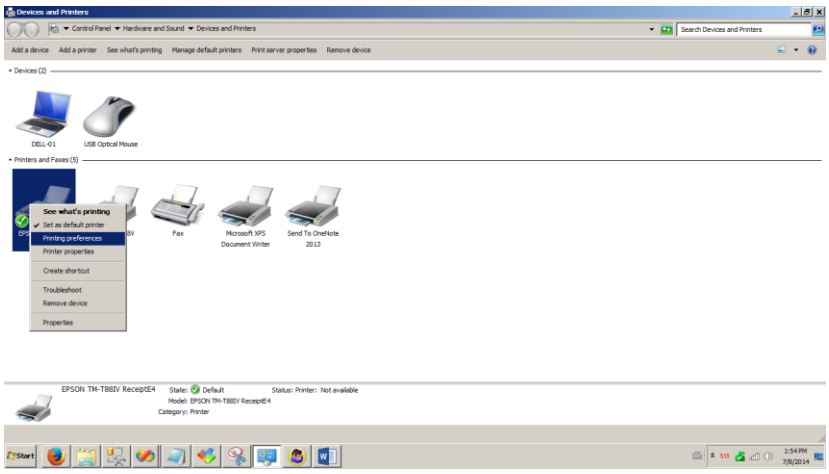
- Export from central to branch



6) Import/Export (Payroll Data များ Import/Export ချခြင်း။)
   - Import excel (Tool >> Import/Export)
   - Select type of data to import
   - Download template and then fill data
   - Browse excel file to import, select sheet name and then click preview to view before importing
   - Click Check Integrity to check view data is correct or not.
   - Click Import button (after integrity pass)
   - Click to import

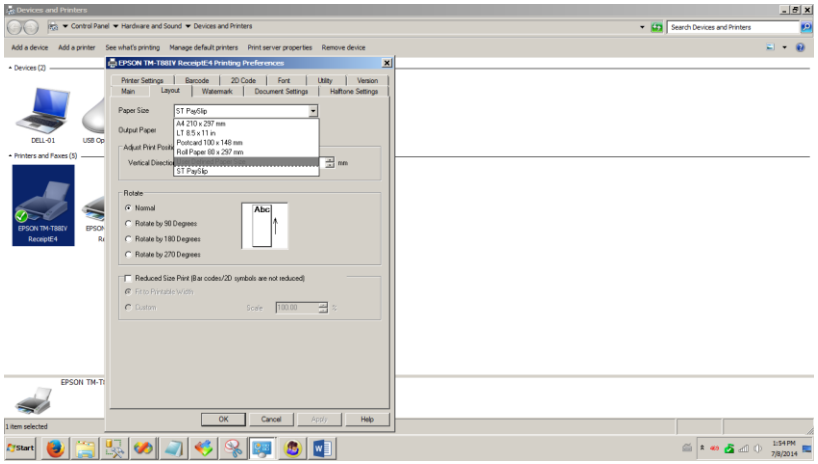


7) Printer setting
   - Printer Setting
   - **Pay slip Paper size**
   - Right Click on printer and click Printing Preference.

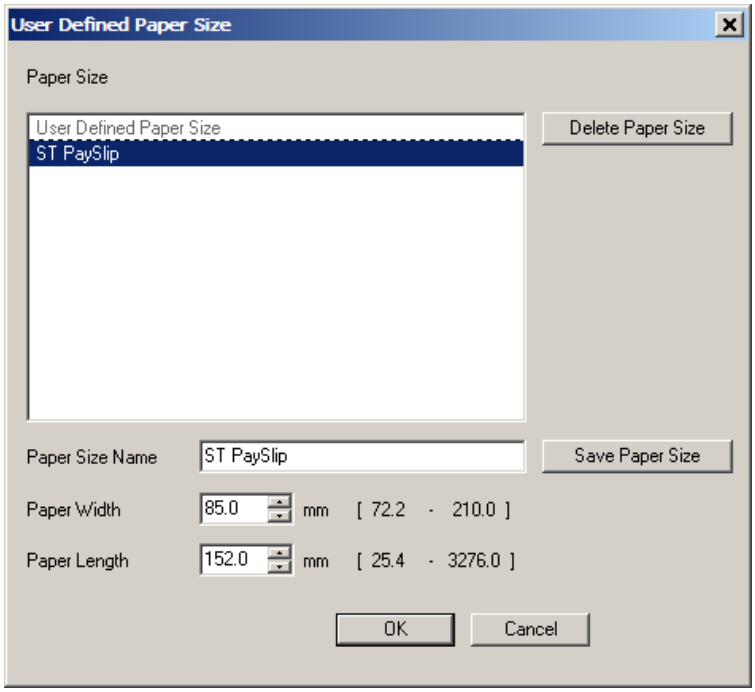


-

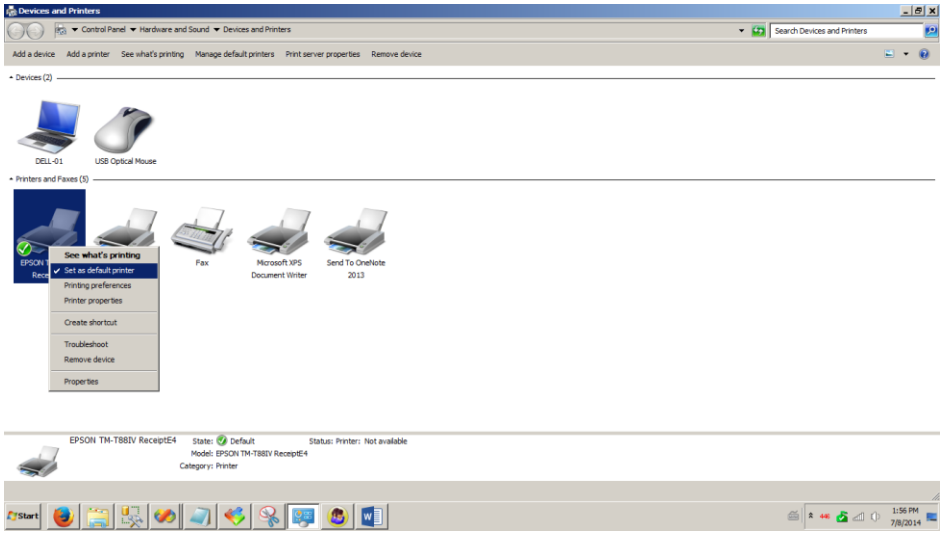
- Goto Layout tab and select user defined paper size.



- Enter the following size and click Save Paper size as ST PaySlip. click Apply OK >> OK.



- Go to Device and printer and Right click on this printer and click Set as default Printer.



-